

**1 OCTOBER 2005**

**Personnel**



**TWENTIETH AIR FORCE RECOGNITION AND  
AWARDS PROGRAM**

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OPR: 20 AF/CCC (CMSgt Michael E. Morey)	Certified by: 20 AF/CV (Colonel Barry D. Kistler)
Supersedes 20AFIOI36-1, 5 December 2000,	Pages: 59
20AFIOI 36-2, 15 December 2000,	Distribution: F
20AFI36-1, dated	
25 September 2001.	

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It governs all Twentieth Air Force recognition programs designed to increase overall effectiveness, morale, and professionalism. It applies to all Twentieth Air Force units, including Minot AFB's host wing Munitions (ICBM), the 595th Space Group OL-A, the 576th Flight Test Squadron, Logistics Readiness career field, and ICBM Communications (to include 5th Bomb Wing). It prescribes the procedures and guidance required for implementation of quarterly and annual awards programs involving all assigned Airmen, Noncommissioned Officers (NCO), Senior Noncommissioned Officers (SNCO), Company Grade Officers (CGO), Civilians, Teams, and Non-appropriated Funds employees, and applicable NAF staff ceremonies. Not all portions of this instruction apply to the Air Force Reserve, Air National Guard, or DOD civilian or contract personnel.

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**SUMMARY OF REVISIONS**

This document has been completely revised and must thoroughly be reviewed. This revised instruction incorporates 20AFIOI36-1 and 36-2 and 20AFI36-1. A bar ( | ) indicates a revision from the previous edition.

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## 1. Philosophy.

1.1. As Air Force professionals and leaders, we are fundamentally obligated by tradition and ceremony to instill and develop our people's professional traits, self-confidence, individual pride, motivation, enthusiasm, and most importantly, their self-esteem. We can do these things best by recognizing their individual talents and progressively assisting them in developing a true sense of personal and professional pride toward our profession, the profession of arms.

1.1.1. Recognizing our people's qualities, capabilities, accomplishments, and achievements is one leadership responsibility that must never be discounted. A "pat on the back" will stimulate their internal desires to consistently strive to be their best and will allow us to express true appreciation for their sacrifices, contributions, efforts, successes, and hard work to ensure mission accomplishment.

1.1.2. Recognition is everyone's responsibility and rewarding people ultimately enhances unit, base, and Air Force missions. Formal and informal recognition may be accomplished in a variety of ways and the administration of such programs must promote pride, morale, camaraderie, and esprit de corps. A myriad of programs are outlined below to assist all levels of leadership in fulfilling this obligation.

1.2. Recognition is a team effort and demands the utmost dedication, support, and loyal input of all leadership levels. It requires each commander and supervisor to fully support, promote and energize a variety of programs and options to fulfill this particular supervisory function.

## 2. Responsibilities:

2.1. Twentieth Air Force Commander (20 AF/CC).

2.1.1. Final approval authority for all numbered air force (NAF) recognition programs and established awards.

2.1.2. Provides the resources and funding to support NAF recognition programs.

2.1.3. Provides management guidance and direction for all NAF formal and informal recognition programs.

2.1.4. Recognition Coins. The commander authorizes the purchase and approves the use of these coins, including the Command CMSgt, in recognizing deserving individuals for on-the-spot recognition for outstanding performance, commitment, sacrifice, and success.

2.2. Vice Commander (20 AF/CV).

2.2.1. Provides management oversight for all NAF recognition processes.

2.2.2. Approves all category selections of quarterly and annual award winners for NAF and higher headquarters level.

2.2.3. Appoints, in writing, the Command CMSgt as the office of primary responsibility for the NAF recognition program.

2.3. Directors (20 AF/DO, LG, SE, and JA).

2.3.1. Establishes functional recognition programs supporting their areas of aircrew, operations, maintenance, safety, or legal.

2.3.1.1. Retain proprietary ownership rights of their functional award programs and will have office of collateral responsibility input to this instruction.

2.3.1.2. Appoints, in writing, a primary and alternate functional recognition program manager to provide program oversight within their functional areas. These individuals will provide the appropriate interface with the 20 AF/CCC on all matters concerning NAF recognition programs.

2.3.2. Ensures the full integrity and effectiveness of all recognition programs while emphasizing the strictest compliance with this instruction, established recognition program requirements, and all suspense dates. Failure to comply with these rules of engagement may render a competitor ineligible and prevent a package from competing.

2.3.3. Motivates their leaders to be cognizant of, involved in, and supportive of all Twentieth Air Force and higher headquarters recognition programs to ensure appropriate recognition of their subordinates for specific contributions, achievements, and sacrifices on a daily basis.

2.3.4. Provides opportunity for their staff personnel to receive due recognition and are offered the prospect of competing in established programs. All nomination packages must have their approval/disapproval prior to submission for NAF-level competition.

2.3.5. Ensures directorate candidates meet all eligibility requirements to include Air Force fitness requirements. Candidates must have a passing score of 70 or better to compete for NAF programs.

#### 2.4. Wing Commanders.

2.4.1. All levels of command must organize and manage their awards programs to support each higher headquarters levels of competition. They will:

2.4.2. Appoint, in writing, the Command CMSgt as the office of primary responsibility and a designated representative who can provide the primary interface with the 20 AF/CCC on all matters concerning NAF recognition programs.

2.4.3. Ensure the full integrity and effectiveness of all recognition programs while emphasizing the strictest compliance with higher headquarters requirements, the contents of this instruction, established recognition program requirements, and all suspense dates.

2.4.4. Motivate unit leaders on the cognizance of, necessity to be involved in, and importance of supporting all Twentieth Air Force and higher headquarters recognition programs to ensure appropriate recognition of their subordinates for specific contributions, achievements, and sacrifices on a daily basis.

2.4.5. Approve/disapprove all nomination packages forwarded for NAF-level competition. and/or may delegate this responsibility to group commanders for functional level awards (i.e., security forces, operations, maintenance.)

#### 2.5. NAF Command Chief Master Sergeant (20 AF/CCC).

2.5.1. Serves as the office of primary responsibility for all NAF recognition programs.

2.5.2. Provides program management/administrative oversight on all facets of recognition and is the sole focal point for recognition program requirements, processing, and suspenses.

2.5.3. Advises NAF directorates and wing staffs on all higher headquarters and NAF-level recognition programs per the direction and guidance of the NAF commander/vice commander.

2.5.4. Keeps the 20 AF/CC and CV apprised of all changes, issues, and concerns involving NAF recognition programs.

2.5.5. Establishes recognition program guidelines to support higher headquarters and NAF-level requirements/suspenses and will advertise these dates as required throughout the command.

2.5.5.1. Develops suspenses to meet or exceed higher headquarters suspenses for each recognition program affecting the NAF staff and each wing, when required. Suspense dates and package requirements will be determined and advertised through appropriate message delivery systems (e.g., e-mail, fax, etc.).

2.5.5.2. Approves staff packages for CV processing. Each package will contain the competition requirements, proposed letters of congratulations, certificates of merit, an announcement message, and when required, an appropriate cover letter.

2.5.5.3. Processes winning packages for higher headquarters competitions as applicable.

2.5.5.4. Ensures distribution of all required recognition mementos to appropriate directorates/wings.

2.5.6. Liaisons with staff directors, wing command sections, and wing Command CMSgts on all issues impacting NAF or higher headquarters recognition programs.

2.5.7. Solicits personnel for required quarterly/annual recognition boards. Staff directorates will provide board members for each professional/functional area selection process.

2.5.8. Provides liaison with all NAF directorate designated authorities concerning functional awards.

2.5.9. Delivers program feedback to directorates and wing agencies.

## 2.6. Wing Command Chief Master Sergeants (CCC):

2.6.1. Provides program management/administrative oversight on all facets of wing recognition programs to enhance the morale and welfare of their wing. Each wing CCC is the sole focal point for their recognition program requirements and processes.

2.6.2. These individuals will provide the appropriate interface with the 20 AF/CCC on all matters concerning NAF recognition programs and will work, in concert, with the 20 AF/CCC to ensure program requirements, procedures, processes, and suspenses are fully complied with.

2.6.3. Advises their wing staff/units on all higher headquarters and NAF-level recognition programs.

2.6.4. Establishes recognition program guidelines to support higher headquarters and NAF-level requirements and procedures.

2.6.5. Ensures each candidate/team meets the requirements of higher headquarters/this instruction's requirements.

2.6.6. Verifies fitness program requirements of all candidates and ensures they are meeting the minimal Air Force standards with a score of 70 or better.

2.6.7. Judges NAF Twelve Outstanding Airmen of the Year and First Sergeant of the Year nominations to select overall winners for AFSPC competition.

2.6.7.1. All NAF boards will be scored as "records" only venues. Board members will utilize the information in **Attachment 1** and the score sheet outlined in **Attachment 14**. They must apply fair, equitable, consistent scoring standards for all competition packages.

2.6.7.2. Face-to-face boards are highly encouraged and whenever possible should be used to assure leadership maximum efforts are being made to appropriately recognize the very best.

2.6.7.3. Once all packages have been scored, the results will be provided to the 20 AF/CCC.

2.6.7.4. CCCs are highly encouraged to provide feedback on each nomination package and share with their units. This feedback should consist of constructive criticism on contents, format, information, etc.

## 2.7. NAF Functional Recognition Program Managers.

2.7.1. Provides functional area recognition program oversight for their respective areas.

2.7.2. Interfaces with the 20 AF/CCC to ensure functional program requirements and procedures are understood and followed.

2.7.3. Receives competition packages from 20 AF/CCCE and processes accordingly.

2.7.4. Solicits board members, conducts board process, and resolves any competition issues. Obtains board member feedback and shares with applicable units.

2.7.5. Compiles rank order and forwards board results to 20 AF/CCCE for final processing.

2.7.6. Ensures annual award recognition program mementos are on-hand and available. Promptly prepares mementos for distribution and delivery.

## 2.8. Command Chief Master Sergeant Executive Assistant (20 AF/CCCE)

2.8.1. Provides administrative oversight of the NAF's various recognition programs.

2.8.1.1. Orchestrates the activities of the many elements that make up the recognition program to include program administration, selections, advertising, announcements, recognition mementos, and staff presentation ceremonies.

2.8.1.2. Oversees the administrative requirements for each board ensuring nomination packages are complete, prepared for board review/competition, and delivers nomination packages to appropriate board members.

2.8.2. Maintains a close working relationship with the 20 AF/CCC to implement Twentieth Air Force formal recognition programs. Develops a similar relationship with the NAF functional recognition program managers overseeing operations, maintenance, safety, and legal areas.

2.8.2.1. Obtains approval for processing program requirements. Ensures all applicable guidance, requirements, and suspenses are publicized.

2.8.2.2. Prepares and distributes program notification messages, administrative letters, and required suspenses prior to each award period. Serves as the sole focal point for monitoring and compliance with all program requirements, procedures, and suspenses.

2.8.2.3. Once a recognition selection process begins, provides a weekly program update to the 20 AF/CCC of any program details prior to each quarterly/annual awards selection period and resolves any identified areas of conflict or concern.

2.8.2.4. Receives, processes, and prepares all nomination packages for board competition. Conducts a thorough requirements review and a complete quality control of all nomination packages prior to the board selection process and CV approval.

2.8.2.5. Delivers board results and winning packages to the 20 AF/CCC and assists in preparing CV approval packages. The approval package will contain award requirements, proposed CC congratulatory correspondence, and a proposed message announcement.

2.8.2.6. Works closely with the 20 AF/CCC in developing and coordinating NAF staff quarterly and annual awards ceremonies.

2.8.2.7. Acquires/obtains recognition mementos/congratulatory correspondence for the NAF quarterly/annual programs. Ensures all mementos are on-hand, promptly prepared for distribution, and are properly delivered to each winner.

2.8.2.8. Ensures each functional program manager prepares and distributes annual awards in a timely manner.

2.8.3. Develops and maintains an awards program continuity book. Creates and maintains appropriate checklists, spreadsheets, and files to properly administer the requirements of all programs.

2.8.4. Continually seeks opportunities to improve recognition processes.

2.8.5. Establishes and distributes an annual 20 AF suspense calendar for monthly, quarterly, and annual awards programs.

## 2.9. NAF Recognition Board Member Requirements.

2.9.1. Members assigned recognition board member duties, which includes wing command CMS-gts, must perform these responsibilities in an objective manner ([Attachment 1](#)).

2.9.2. Selected board members will not have judicial/non-judicial action, an unfavorable information file, a control roster, other administrative actions (e.g., letter of counseling, admonishment, reprimand, referral EPR/OPR, denial of reenlistment, etc.) within the last year, or are failing to make satisfactory progress in the self-paced or mandatory fitness improvement programs.

2.9.3. All boards will be scored by records only. Board members will utilize the scoring criteria outlined in [Attachment 1](#) to determine a winning package. Selection methodology may be one of their choice, but it must be applied fairly, equitably, consistently to all competition packages.

2.9.4. Once all packages have been scored, board members will provide their score sheets ([Attachment 14](#)) to the 20 AF/CCC.

2.9.5. Board members are highly encouraged to provide feedback on each nomination package. This feedback should consist of constructive criticism on contents, format, information, bullet construction, etc.

**3. NAF Recognition Program Nomination Guidelines and Requirements.** The following guidelines and requirements apply to all recognition programs outlined in this instruction. For the purpose of the instruction, the 625th Missile Operations Flight is part of the Operations Directorate and the 620th Missile Operations Flight is part of the Safety Directorate.



**NOTE:** As used in this instruction, the definition of geographically-separated units (GSU) identifies the 595th Space Group, 576th Flight Test Squadron, 5th Communications Squadron, 5th Munitions Squadron, and RIVET MILE employees.

3.1. Eligibility Criteria. All NAF, wing, and GSU members who meet the competition criteria outlined in paragraphs 3.2. and 3.3. may compete for monthly/quarterly/annual honors.

3.2. Competition Candidate Disqualifiers. All awards recipients shall display the highest level of conduct, fitness, and competency. The presence of any of the following factors during the award period shall disqualify an individual from consideration for that award.

3.2.1. Individuals subjected to or are in receipt of judicial/nonjudicial punishment, creation of an unfavorable information file, control roster action, or other administrative actions (e.g., letter of counseling, admonishment, reprimand, referral EPR/OPR, denial of reenlistment, etc.).

3.2.2. Individuals who fail to meet the minimum fitness standards (must have a score >70).

3.2.3. Individuals who fail to meet Enlisted Specialty Training program requirements.

3.2.4. Civilian nominees must not have had any disciplinary action, nor have any substantiated finding of discrimination or grievance against them during a competition period

3.2.5. Individuals who received prior recognition as a monthly/quarterly/annual award must not compete for back-to-back awards in the same category. There must be a break of at least one month/quarter/year between competition periods.

3.3. Candidates. Any individual/team assigned, attached, or supporting Twentieth Air Force, to include GSUs, during a specified competition period. **Table 1.** outlines eligible candidates for each competition category.

3.3.1. Wing/GSU candidates or winners may compete for NAF honors. **NOTE:** Additional individual nominations will not be allowed nor accepted for any category defined in this instruction.

3.3.2. Wing/GSU candidates will compete, in the applicable program, against the NAF staff for the opportunity to be selected as an overall Twentieth Air Force winner.

3.3.2.1. Nominees must have been assigned to their unit for the entire competition period for quarterly competitions. For annual awards, they must have a minimum of 6 months in the assignment.

3.3.2.2. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a member was a senior Airman for two months and then was promoted to staff sergeant, the member will compete in the Airman category.

3.3.2.3. Nominees competing for NAF-level competition in the annual professional awards categories for Airman, NCO, SNCO, CGO, and civilian of the year will be Twentieth Air Force's sole representation for AFSPC's programs.

3.3.3. Civilians must be assigned to the nominating unit for the entire period of the nomination and must be serving in a permanent appointment for quarterly awards. They must have a minimum of 6 months to be eligible for an annual award.

3.4. Nomination and Selection Process. The following package guidelines are required on all category candidates and these requirements apply to the NAF quarterly and annual awards programs. The current version of the Information Management Tool (IMT) will be used for all nomination packages.

Failure to provide appropriate documentation may result in the package being rendered ineligible and non-competitive. **NOTE:** All nomination packages must be submitted to the 20 AF/CCCE electronically. Paper copy nomination packages will not be accepted.

3.4.1. All nomination and package documents will be provided to 20 AF/CCCE as individual files in an electronic format. Paper copy packages will not be accepted.

3.4.2. Ensure packages meet the advertised suspense date. Requests for extensions to the suspense dates must be made through the 20 AF/CCC prior to 1500 hours on the established suspense date.

3.4.3. Quarterly Awards Package Requirements.

3.4.3.1. Wing CCC or designated representative shall submit all their unit's award packages to the 20 AF/CCC. Packages must comply with the guidelines outlined in paragraphs [3.4.3.2.](#) through [3.4.3.5.](#)

3.4.3.2. Nomination cover letter ([Attachment 2](#)) used for all competition categories.

**Table 1. Professional/Functional Recognition Eligibility**

Airman Category <i>(Note 1)</i>	Airman Basic - Senior Airman <i>(Note 10)</i>
NCO Category <i>(Note 1)</i>	Staff Sergeant - Technical Sergeant <i>(Note 10)</i>
SNCO Category <i>(Note 1)</i>	Master Sergeant - Senior Master Sergeant <i>(Note 10)</i>
CGO Category <i>(Note 1)</i>	Second Lieutenant – Captain <i>(Notes 3, 4, and 7 apply)</i>
Civilian Category I <i>(Notes 1, 5, and 8 apply)</i>  [NOTE: Includes RIVET MILE Employees)	General Schedule (GS) -1 through GS-6 Wage Grade (WG) -1 through WG-7 Wage Level (WL) -1 through WL-5 Wage Service (WS) -1 through WS-2 <i>(Serving in a Permanent Appointment)</i>
Civilian Category II <i>(Notes 1, 5, and 8 apply)</i>  [NOTE: Includes RIVET MILE Employees)	General Schedule (GS) -7 through GS-10 Wage Grade (WG) -8 through WG-15 Wage Level (WL) -6 and WL-15 Wage Schedule (WS) -1 through WS-10 <i>(Serving in a Permanent Appointment)</i>
Civilian Category III <i>(Notes 1, 5, and 9 apply)</i>  [NOTE: Includes RIVET MILE Employees)	General Schedule (GS) -11 through GS-12 Wage Schedule (WS) -11 through WS-17  <i>(Serving in a Permanent Appointment)</i>
Non-Appropriate Fund Employees (Category I) <i>(Notes 2 and 6 apply)</i>	Non-Appropriate Funds Employees - NF-I/II; CC-I/II only <i>(Serving in a Permanent Appointment)</i>
Non-Appropriate Fund Employees (Category II) <i>(Notes 2 and 6 apply)</i>	Non-Appropriate Funds Employees - NF-III; CC-III only <i>(Serving in a Permanent Appointment)</i>
Non-Appropriate Funds Employees (Category III) <i>(Notes 2 and 7 apply)</i>	Non-Appropriate Funds Employees - NF-IV and above <i>(Serving in a Permanent Appointment)</i>
Leadership Awards (Arnold, LeMay, Peacekeeper) <i>(Notes 1, 2, 5, and 10 apply)</i>	E-1 to E-9; O-1 to O-4; Civilian Category I and II; NAF Categories I - III
Professional Team <i>(Notes 1, 2, 5, 10, and 11 apply)</i>	Teams will consist of two or more Active Duty members, DoD Civilians, Non-Appropriated Funds employees, or a combination of these.

**NOTES:**

1. 20 AF staff and each wing may compete for 20 AF-level honors in the applicable categories. For applicable AFSPC recognition, the winners of these categories will be sent forward as the 20 AF nominee for competition. (NOTE: This does not apply to functional level awards within 20 AF).
  2. Wing Non-Appropriated Funds employees may compete for 20 AF-level honors in the applicable categories.
  3. CGOs selected for major before or during the award period are ineligible for competition consideration.
  4. Each wing will submit their CGOs/civilians to compete for NAF quarterly/annual honors.
  5. For the purpose of 20 AF-level consideration in the quarterly/annual awards competitions, these categories are defined to include General Schedule, Wage Grade, Wage Level, and Wage Schedule.
  6. For the purpose of 20 AF-level consideration in the quarterly/annual awards competitions, these categories are defined to include all N-series employees.
  7. . For the purpose of 20 AF-level consideration in the quarterly/annual awards competitions, these categories are defined to include all N-series employees in supervisory/non-supervisory categories.
  8. Only General Schedule employees identified as Category I and II employees may compete for AFSPC annual awards consideration.
  9. Category III employees are not eligible for AFSPC annual awards consideration.
  10. Air Force Reserve or Air National Guard member performing duties within the ICBM mission areas are eligible to compete for the awards outlined in this instruction.
  11. GSUs may compete for NAF honors in the applicable category.
- 3.4.3.2.1. The commander/director or designated representative must sign the nomination cover letter.
- 3.4.3.2.2. The signed letter verifies the information provided on the AF IMT 1206 is accurate, the nominee is not undergoing investigation, and does not have an open UIF or control roster.
- 3.4.3.3. AF IMT 1206 written in bullet format (**Attachment 3**). **NOTE:** Include the individual's "go-by" name in the name block for all competition categories.
- 3.4.3.3.1. Use the following mandatory headings for the AF IMT 1206 nominations outlined below in paragraphs **3.4.3.3.1.1.** through **3.4.3.3.1.3.**
- 3.4.3.3.1.1. NAF Professional Awards. Includes all nominations with the exception of safety and communications/maintenance technician awards: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement (**Attachment 3**).

3.4.3.3.1.2. NAF Safety Awards. Contributions to Effectiveness of Safety Programs; Mishap Experience and Improvement; and ORM Implementation and Successes ([Attachment 3](#)).

3.4.3.3.1.3. NAF Maintenance Team/Technician Awards. The only required heading for these awards is Leadership and Job Performance in Primary Duty ([Attachment 3](#)).

3.4.3.3.1.4. NAF Functional Awards. Includes all nominations with the exception of safety and communications/maintenance technician awards: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement ([Attachment 3](#)).

3.4.3.4. For all quarterly nominations, only the front side of the AF IMT 1206 will be used.

3.4.3.5. A maximum of 15 lines or less will be used to capture the appropriate accomplishments/achievements to earn quarterly recognition. **NOTE:** Section headings do not count against the 15 lines and heading comments are authorized.

3.4.4. Annual Awards Package Requirements. **NOTE:** The requirements outlined in this paragraph support AFSPC and AF-level awards nomination package guidelines. **NOTE:** See [Attachment 4](#) for additional guidance.

3.4.4.1. Wing CCC or designated representative shall submit all their unit's award packages to the 20 AF/CCC. Packages must comply with the guidelines outlined in paragraphs [3.4.4.2.](#) through [3.4.4.7.](#)

3.4.4.2. Nomination cover letter ([Attachment 2](#)) used for all competition categories.

3.4.4.2.1. The commander/director or designated representative must sign the nomination cover letter.

3.4.4.2.2. The signed letter verifies the information provided on the AF IMT 1206 is accurate, the nominee is not undergoing investigation, and does not have an open UIF or control roster.

3.4.4.3. AF IMT 1206 written in bullet format ([Attachment 3](#)).

3.4.4.3.1. Include the individual's "go-by" name in the name block for all competition categories.

3.4.4.3.2. Utilize the entire front side of the AF IMT 1206. **NOTE:** A maximum of 45 lines will fill the form (this includes mandatory headers).

3.4.4.3.3. Use the following mandatory headings for the AF IMT 1206 nominations outlined below in paragraphs [3.4.4.3.3.1.](#) and [3.4.4.3.3.3.](#)

3.4.4.3.3.1. NAF Professional Awards. Includes all nominations with the exception of safety awards: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement ([Attachment 3](#)).

3.4.4.3.3.2. NAF Safety Awards. Contributions to Effectiveness of Safety Programs; Mishap Experience and Improvement; and ORM Implementation and Successes ([Attachment 3](#)).

3.4.4.3.3. NAF Functional Awards. Includes all nominations with the exception of safety awards: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; and Base or Community Involvement ([Attachment 3](#)).

3.4.4.4. Base-Level Records Review Product (6-page) is required for all military personnel and may be obtained from either the Commander's Support Staff or the Military Personnel Flight. For civilian employees, a request must be made to the Civilian Personnel Office for a similar product. **NOTE:** This product will not be required for team packages.

3.4.4.5. A long biography ([Attachment 5](#)) is required for annual award packages.

3.4.4.6. A Statement of Intent/Media Release Statement ([Attachment 6](#)) is required for those candidates competing for 12 OAY and FSOY annual award programs.

3.4.4.7. A Privacy Act Statement ([Attachment 7](#)) must be completed and signed by each competition candidate for all awards categories.

3.4.5. Team nominations (the following requirements apply to all nominations except the quarterly maintenance team, see paragraph [3.4.5.4.](#)):

3.4.5.1. Each package must include a short unit mission description/history ([Attachment 8](#)).

3.4.5.2. Complete an AF IMT 1206 written in bullet format ([Attachment 9](#)). The nomination package must include the go by name for each team member. The back page may be used to provide additional identification data only, such as additional team members' rank/names.

3.4.5.3. Provide bullet statements regarding these three mandatory headings: Team Execution, Team Contributions, and Team Highlights. All comments will be placed on the front side only and must be 15 lines or less. **NOTE:** Section headings do not count against the 15 lines.

3.4.5.4. Quarterly Maintenance Team Awards. Complete an AF IMT 1206 written in bullet format.

3.4.5.4.1. The nomination package must include the go by name for each team member. The back page may be used to provide additional identification data only, such as additional team members' rank/names.

3.4.5.4.2. Provide bullet statements that support the mandatory heading: Leadership and Job Performance in Primary Duty. All comments will be placed on the front side only and must be 15 lines or less. **NOTE:** Section headings do not count against the 15 lines.

3.4.6. NAF Recognition Board Requirements.

3.4.6.1. Board Composition. Board members will be requested by the 20 AF/CCC to include all functional award areas.

3.4.6.2. Each board will consist of four members holding the rank of E-6 or higher. Board members will be provided a copy of the Recognition Board Member Guidance ([Attachment 1](#)).

3.4.6.3. When requested, each functional recognition program manager will provide four board member prospects.

3.4.6.4. The 20 AF/CCCE will provide them with the appropriate nomination packages, to include board member guidance information and a 20 AF Scoresheet, for scoring and feedback.

3.4.6.5. Board Oath. The following statement will be provided to each board member: I will perform the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airmen and efficiency of the United States Air Force."

3.4.6.6. Scoring. Board members will use the scoring criteria outlined in [Attachment 1](#). Their process must be applied to each nomination package in a fair, equitable, and consistent manner to ensure true competition. They will be provided a copy of the 20 AF Recognition Score Sheet ([Attachment 14](#)).

3.4.6.6.1. Each board is a records only board and does not require personal interviews.

3.4.6.6.2. The board evaluates each candidate based on information provided in the applicable nomination package.

3.4.6.6.3. Individual board members will closely review each nomination package, score appropriately, and provide the 20 AF/CCC a rank order for each nominee and any constructive feedback.

3.4.6.6.4. Each board member is responsible for breaking their own ties. Any ties that result from the rank order tally process will be addressed by the 20 AF/CCC. The CCC will have a senior NAF staff representative score the packages in question and break the tie. In the case, of an additional tie, the entire board will be convened, face-to-face and open discussion will occur, and a final decision made on the winner.

3.4.6.6.5. Each board member is free to discuss any identified issues/concerns/problems they discover during the scoring phase with the other board members or the 20 AF/CCC for resolution.

#### **4. Quarterly Awards Programs** (Refer to [Table 1](#). for eligible candidates).

4.1. General Information. The purpose of this program is to formally recognize the NAF's "best of the best" throughout the four quarters of the calendar year. Twentieth Air Force will provide recognition mementos for award winners in all categories ([Attachment 11](#), [Attachment 12](#), and [Attachment 13](#)).

4.1.1. Competition Periods. January through March; April through June; July through September; and October through December.

4.1.2. Suspenses. Suspense dates for calendar and fiscal quarters are established and outlined in [Attachment 10](#).

4.1.2.1. Calendar quarter packages are due by 1500 hours on the 15th calendar day of April, July, October, and January while fiscal quarter packages are due by 1500 hours on the 15th calendar day of January, April, July, October. Late packages will not be considered or allowed to compete for recognition honors without prior approval from the 20 AF/CCC.

4.1.2.2. Fiscal quarter awards will be identified separately and processed accordingly.

4.1.3. Distribution. Recognition process information will be provided to all wing commanders, wing command sections, and wing Command CMSgts who will ensure this information is provided to their subordinate units.

4.1.4. Nominating Officials. Each NAF director, SW commander, applicable group commanders, and GSU commander may nominate one deserving individual/team per competition category.

4.1.5. Competition Candidates (refer to [Table 1](#) for eligible candidates). Any individual/team administratively assigned to Twentieth Air Force or a GSU.

4.2. Categories. Consult [Attachment 11](#) for all NAF professional quarterly awards and [Attachment 12/Attachment 13](#) for functional quarterly awards. (Refer to [Table 1](#) for eligible candidates).

4.2.1. Company Grade Officers (CGO).

4.2.2. Enlisted.

4.2.3. Civilians (includes RIVET MILE).

4.2.4. Non-Appropriate Funds (NAF) Employees.

4.2.5. Professional Teams (see [Attachment 8](#) and [Attachment 9](#)).

4.2.5.1. A team is defined as two or more people and will be limited to personnel assigned to a specific work center, flight, branch, or select group of individuals below the squadron or group level.

4.2.5.2. An entire unit is not eligible and may not compete in this recognition process and is limited to those functions below the group and squadron level.

4.2.6. Peacekeeper Leadership Award. (Refer to [Table 1](#) for eligible candidates).

4.2.6.1. This award recognizes any one on the NAF staff who demonstrates the highest degree of professionalism, leadership abilities, application of Air Force core values, and an identifiable commitment to mission accomplishment in the performance of their duties, responsibilities, and conduct of their lives during a specified quarter of the calendar year.

4.2.6.2. Staff recipients of this award will compete for the LeMay Leadership Award.

4.2.6.3. Nomination Package Requirements. Packages must comply with the guidelines outlined in paragraphs [3.4.1](#) through [3.4.3](#) and associated sub-paragraphs.

4.2.7. General Curtis LeMay Leadership Award (Refer to [Table 1](#) for eligible candidates).

4.2.7.1. This leadership award is named in honor of General Curtis LeMay, the second commander of Twentieth Air Force. It recognizes the accomplishments of an individual assigned to 20 AF who demonstrates the highest degree of professionalism, leadership abilities, application of Air Force core values, and an identifiable commitment to mission accomplishment in the performance of their duties, responsibilities, and conduct of their lives during a specified quarter of the calendar year.

4.2.7.2. Recipients of this award will automatically compete for the annual General Henry "Hap" Arnold Leadership Award. Any exceptions to this rule must be pre-coordinated with the 20 AF/CCC.



4.2.7.3. Nomination Package Requirements. Packages must comply with the guidelines outlined in paragraphs 3.4.1. through 3.4.3. and associated sub-paragraphs.

4.2.8. Twentieth Air Force Functional Awards (Quarterly) (Refer to [Table 1.](#) for eligible candidates).

4.2.8.1. Review [Attachment 12](#) and [Attachment 13](#) for competition awards and regulatory authority applicable to 20 AF units for aircrew, maintenance, communications, safety, operations and security forces functional recognition programs.

4.2.8.2. The designated OPR for each unit award is responsible for acquiring all award elements, applicable engraving, and preparation of citations, as required.

4.2.8.3. Nomination Package Requirements. Packages must comply with the guidelines outlined in paragraphs 3.4.1. through 3.4.3. and associated sub-paragraphs.

## **5. Annual Awards.** (Refer to [Table 1.](#) for eligible candidates)

5.1. General Information. The purpose of this program is to formally recognize the NAF's "best of the best" for the preceding calendar year. Twentieth Air Force will provide recognition mementos for award winners in all categories ([Attachment 11](#), [Attachment 12](#), and [Attachment 13](#)).

5.1.1. Competition Period. 1 January through 31 December. Fiscal year awards: 1 October through 30 September. Mid-year awards: 1 July through 30 June.

5.1.2. Suspenses. Suspense dates are established and advertised as outlined in [Attachment 10](#).

5.1.2.1. The 20AF/CCCE will announce competition requirements, a minimum of 30 days in advance, via electronic means. Packages are due by 1500 hours on the 15th calendar day of February while fiscal year packages are due by 1500 hours on the 15th calendar day of October. Any late packages will not be considered or allowed to compete for recognition honors without prior approval from the 20 AF/CCC.

5.1.2.2. Fiscal year awards will be identified separately and processed accordingly.

5.1.3. Distribution. Recognition process information will be provided to all wing commanders, wing command sections, and wing Command CMSgts who will ensure this information is provided to their subordinate units.

5.1.4. Nominating Officials. Each NAF director, SW commander, applicable group commander, and GSU commander may nominate one deserving individual/team per competition category.

5.1.5. Competition Candidates (Refer to [Table 1.](#) for eligible candidates). Any individual/team administratively assigned to Twentieth Air Force or a GSU.

5.2. Categories. Consult [Attachment 11](#) for all NAF professional annual awards and [Attachment 12/Attachment 13](#) for all NAF functional annual awards. (Refer to [Table 1.](#) for eligible candidates).

5.2.1. Company Grade Officers (CGO).

5.2.2. Enlisted (12 OAY and FSOY).

5.2.3. Civilians (includes RIVET MILE).

5.2.4. Non-Appropriated Funds (NAF) Employees.

5.2.5. Professional Teams (see [Attachment 8](#) and [Attachment 9](#)). **NOTE:** Refer to paragraph [4.2.5](#) for definitions.

5.2.6. General Henry "Hap" Arnold Leadership Award. (Refer to [Table 1](#) for eligible candidates). This leadership award is given annually and is named in honor of General Henry "Hap" Arnold, the first commander of Twentieth Air Force. It recognizes the accomplishments of individuals assigned to 20 AF who demonstrate the highest degree of professionalism, leadership, integrity, dedication, and courage in the performance of their duties and conduct of their lives.

5.2.6.1. Nominees for this award will be limited to those previously selected as a LeMay Leadership award winner. Any exceptions to this rule must be pre-coordinated with the 20 AF/CCC.

5.2.6.2. Nomination Package Requirements. Packages must comply with the guidelines outlined in paragraphs [3.4.1.](#), [3.4.2.](#), and [3.4.4.](#) and associated sub-paragraphs.

5.2.7. Twentieth Air Force Functional Annual Awards (Refer to [Table 1](#) for eligible candidates).

5.2.7.1. Review [Attachment 12](#) and [Attachment 13](#) for competition awards and regulatory authority applicable to 20 AF units for aircrew, maintenance, communications, safety, operations, legal, and security forces for functional award programs.

5.2.7.2. The designated OPR for each unit award is responsible for acquiring all award elements, applicable engraving, and preparation of citations, as required.

5.2.7.3. Nomination Package Requirements. Packages must comply with the guidelines outlined in paragraphs [3.4.1.](#), [3.4.2.](#), and [3.4.4.](#) and associated sub-paragraphs.

## 6. NAF Recognition Ceremonies.

6.1. NAF Staff Awards Ceremonies. These ceremonies culminate the recognition process through an informal procedure and allow commanders, supervisors, peers, and subordinates the opportunities to celebrate individual/team success.

6.1.1. Official notification of 20 AF recognition process award winners will be made through use of established messaging systems.

6.1.2. These presentation/ceremonial functions are conducted as outlined in the timelines located in [Attachment 10](#).

6.1.3. The recognition functions will be conducted either in an "all-call" formation, commander's call, or at another more formal venue.

6.1.4. All recipients are highly encouraged to participate and will be presented with an appropriate recognition memento.

6.2. Wing Ceremonies. Schedules permitting, every effort will be made to have the 20 AF commander personally present, as a minimum, all annual awards to each wing's recipients.

## 7. Recognition Award Benefits.

7.1. Recognition Mementos. Twentieth Air Force award program recipients will receive appropriate congratulatory mementos for all programs which includes letters of congratulations, certificate of merit, and a 20 AF recognition coin.

7.1.1. All quarterly award winners will receive a 1-day pass and civilian winners are entitled to a time-off award of 8 hours. All passes and time-off awards must be authorized for use by the individual's proper chain of command.

7.1.2. All annual award winners will receive a 3-day pass and civilian winners are entitled to a time-off award of 24 hours. In addition to the aforementioned items, award recipients will receive a plaque or trophy. All passes and time-off awards must be authorized for use by the individual's proper chain of command.

7.2. Recognition Program Funding. The purchase of award mementos, coins, and medallions may be made using operations and maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*. All purchases must be properly approved through the NAF's financial channels and appropriate approving authority.

**8. Additional Recognition Programs and Events.** The recognition information outlined below is provided to give all leadership levels additional tools to use in honoring the contributions, efforts, and sacrifices made by members assigned to their units.

8.1. Ceremonial Venues.

8.1.1. Promotion Ceremony. Promotion pin-on ceremonies are a great form of recognition and contribute to a unit's team construct, its morale, esprit de corps, and camaraderie.

8.1.1.1. Unit commanders may conduct, at their choosing, a promotion ceremony on or near the last duty day of the month for all promotees. Unit professional organizations (booster clubs, Top 3s, etc.), under the guidance and tutelage of the First Sergeant, should be encouraged to sponsor and participate in this activity. Families must also be encouraged to attend and participate.

8.1.1.2. NAF Ceremony. The purpose of this ceremony is to recognize all newly promoted members of NAF and it is conducted on the first duty day of each month at a designated time and place. Families are highly encouraged to attend and participate.

8.1.2. Promotion Induction Ceremony. Individuals being promoted to SSgt, MSgt, and CMSgt will be invited to participate in the base Promotion/Induction Ceremony on the last duty day of each month at a designated time and place. Individuals are inducted into the NCO corps, Senior NCO corps, or into the Chief's corps and will receive Certificates of Induction. Families are highly encouraged to attend and participate. This type of ceremony may be tailored to allow all ranks being promoted to participate in this event.

8.1.3. Senior Noncommissioned Officer Induction Ceremony. This ceremony is conducted to recognize those Technical Sergeants who have been selected for promotion to Master Sergeant and formally induct them in to the senior NCO corps. It is held, annually, at a designated time and place. They will be encouraged to participate in the SNCO professional development course and attend the induction dinner.

8.1.4. Chief Master Sergeant Recognition Ceremony. This dignified ceremony is conducted to recognize those Senior Master Sergeants who have been selected for promotion to Chief Master Sergeant and formally recognize their final promotion in the enlisted corps. It is normally held, annually, at a designated time and place. Promotees will be encouraged to participate in the recognition ceremony and dinner.

8.1.5. Decoration Ceremony. Decorations are used to recognize those people who go above and beyond the call of duty and their overall performance has been exemplary during the recognition period. A formal and dignified ceremony must be conducted to preserve the integrity and value of decorations. Commanders and supervisors must make every effort to ensure decorations are completed in a timely manner so that leadership can promote a local pin-em where you win-em policy. Presentations should be made as soon as possible after approval (e.g., commander's calls, senior staff meetings, flight calls, etc.) for extended tours and before a person PCS's, PCA's, separates, or retires.

8.1.6. Retirement Ceremony. Retirement from federal service is a significant life event and one deserving of recognition. This ceremony is a time-honored tradition and is used by commanders to express appreciation for a member's contributions to the Air Force and its many missions. Retiring members should be afforded a ceremony and further information on retirement ceremonies can be obtained by consulting AFI 36-3203.

8.1.7. Reenlistment Ceremony. A short, dignified ceremony conducted to recognize a member's continuing commitment to the Air Force. Any commissioned officer may conduct this ceremony and families are encouraged to attend and participate. The officer will recite the enlistment oath and the member will repeat it. An American Flag must be present and refreshments may be served.

8.1.8. Award Ceremony. A formal or informal ceremony used by leadership to recognize the contributions, achievements, and/or accomplishments of unit personnel. For example, a commander may present letters of appreciation, AF Good Conduct medals (first-time), or a quarterly/annual award at a commander's call, senior staff meeting, or flight call.

8.1.9. Flag Ceremonies. Reveille and retreat ceremonies are used to pay respect at the beginning and end of the military working day. Units may conduct these ceremonies as needed or required.

8.1.10. Special Ceremonies. Dining-in and dining-out events are steeped in military values and customs. They are used for occasions where ceremony, traditions, and fellowship serve to allow military members to formally meet and socialize. These type of ceremonies may be used as forums for recognition, hailing/farewelling, or to recognize individual/unit achievements. Refer to AFPAM36-2241V2 for more information these events.

## 8.2. Administrative Recognition Requirements

8.2.1. Decoration Submissions. For more information on decoration requirements, refer to AFI 36-2805. You must justify each decoration submitted (i.e., MSM, AFCEM, or AFAM), and must ensure it is written for that level. Always consider an individual's impact, significance, and level of responsibility when deciding which one to recommend. Do not use canned decorations and ensure each decoration submitted is based on the individual merits of each person. Leadership must ensure decorations are completed in a timely manner and comply with the local pin them where you win them policy.

8.2.1.1. Extended Tour. Submit those people who are doing a superb job, meet the three-year time-on-station requirements and are accomplishing their duties in a meritorious manner that can be considered above and beyond. Each unit should have a process in place to identify and consider worthy individuals for an extended tour decoration.

8.2.1.2. PCS/PCA/Separation/Retirement. Prepare decorations for these events, when members performed their duties and responsibilities in an exemplary manner and are deserving of such recognition.

8.2.1.3. Outstanding Achievement. Decorate people who have been involved in events, issues, or situations requiring actions that allowed them to go above beyond the call of duty. The appropriate level of decoration would be the Air Force Achievement Medal for outstanding achievement or meritorious service. Always be cognizant of the things they do and don't hesitate to submit them for recognition.

8.2.2. Public Affairs (Base Newspaper Programs). These programs allow us to recognize those individuals we feel perform in a consistent superior manner and earns them spotlight recognition in the base newspaper. To submit someone for this requires completion of the applicable form and submission to your Public Affairs office.

8.2.3. Passes. Passes are governed by AFI 36-3003 and may be used as a recognition tool for our military personnel and must be approved by the commander. They may be given for issues or situations deserving of special recognition. These passes must be requested in writing, signed by the supervisor, forwarded to the appropriate command section, and once approved, filed in the member's unit Personnel Information File (PIF).

8.2.4. Certificates of Congratulation/Appreciation/Recognition. Certificates come in many styles and formats and can be used to recognize those personnel within the unit who makes significant contributions to our daily functions and activities by furthering the success of a particular project or event. They may also be used to recognize such things as reenlistment, promotions, or awarding of an AF Good Conduct Medal.

8.2.5. Letters of Congratulation/Appreciation/Significant Events. Letter correspondence is another venue for recognizing important individual accomplishments or achievements such as promotion or graduating PME, winning a quarterly/annual award, or graduating from CCAF. Letters may be generated by any person and provide a great opportunity to communicate directly with a recipient. These may also include letters to families on such matters as birthdays, assignments, promotions, condolences, etc.

8.2.6. Special Occasions. Special occasion letters and cards are another way to promote camaraderie and esprit de corps. You can use things like birthday cards, anniversary notes, get-well cards, and letters to families program, to show your pride and support of each individual you are responsible.

8.2.7. Sharp Troop Award. The purpose of this award is to recognize those personnel who demonstrate exemplary standards, appearance, and professionalism. Each wing has a program in place and it is managed by either the local Chiefs or First Sergeants groups.

8.2.8. Commander and Command Chief Master Sergeant Programs. The 20 AF/CC and CCC may use any one of the programs outlined in paragraph 8. and may also present their recognition coins to any individual they believe deserve on-the-spot recognition for outstanding performance that improves overall mission success.

9. **Summary.** If we all do our part and recognize our people for the things they do, their growth and the benefits of our support will far outweigh the consequences of poor morale, discipline, and non-productive personnel. Remember two important rules: 1) We have a lot of great people doing great things; and 2)

Recognition and the processes to recognize should never be a burden to any supervisor or leader, but a pleasure.

BARRY D. KISTLER, Colonel, USAF  
Vice Commander

## Attachment 1

### RECOGNITION BOARD MEMBER GUIDANCE

**A1.1. General Information.** Your duties and responsibilities in the recognition process require that you make wise determinations and maintain an objective perspective that will ensure only the best of the best are chosen to represent their units well.

A1.1.1. You will comply with the board oath during competition proceedings and are sworn to keep private the results of this process. The 20 AF/CC or CV will announce winners at the appropriate time.

A1.1.2. You must be fair, equitable, consistent, and impartial. Any prejudice or bias (positive or negative) must be set-aside during the competition board. The Air Force core values must be adhered to at all times.

A1.1.3. Board members will not be allowed to score competition packages for nominees from their respective directorates/units.

**A1.2. Packages.** You must read, absorb, review, and evaluate each package on its own merit. Objectivity is key to ensuring each nominee receives fair treatment and consideration.

A1.2.1. Read the contents of each package and absorb the material presented. Ensure the package is factual, detailed, and understandable.

A1.2.2. Review the package and ensure all information is professionally presented in accordance with the requirements of this instruction (e.g., content, format, spelling, mechanics, etc.).

A1.2.3. Evaluate the packages based on the substance of the content provided. Quality, impact, and results of the accomplishments are important, not the quantity. You should compare the accomplishments of each nominee and then score accordingly.

A1.2.4. Keep in mind it is not the importance of one's job you're rating, but what the individual did within their job. For example:

E1.1 SSgt Smith dropped 50 bombs on Baghdad and TSgt Jones flipped fifty burgers at the dining facility. These are their jobs----one is not better than the other. What did they do in their jobs that set them apart from the person on the next shift? Did SSgt Smith have

a bomb on target accuracy rating of 90% when the squadron average was 60%? Did

TSgt Jones flip 75 burgers an hour when the average cook flipped on 50? Did TSgt

Jones invent a new BBQ sauce that 90% of the customers liked better than the old one?

What did the individual do to make a difference and improve their niche in the Air Force?

This is the type of thing we need to evaluate.

**A1.3. Scoring.** Once you've read the board member oath and reviewed the contents of the Scoresheet, you must sign the form in the upper right hand corner ([Attachment 14](#)). Once these actions are completed, you're ready to review and score each package

A1.3.1. Pay careful attention to the category criteria. **Filler and fluff do not count for anything.** They actually detract from the write-up. Bullets that are listed in an incorrect category (for example, a job performance-related bullet listed in the significant self-improvement category) may negatively impact the overall score.

A1.3.2. Scoring System. As a board member, you're required to use the scoring criteria outlined below to judge each category of the AF IMT 1206. Once you've scored each category, add the three scores together, and divide by 3. **NOTE:** Some categories only use a single header on the AF IMT 1206, but they same scoring criteria apply. This will give you an overall score for the nomination package. Use these scores to rank order each package and complete the score sheet ([Attachment 14](#)).

A1.3.2.1. The following scoring scale will assist you in the scoring and rank order process.

**Table A1.1. Competition Package Scoring Scale**

<i>PACKAGE SCORE</i>	<i>SCALE RATING</i>
<b>10.0</b>	Absolutely superior
<b>9.5</b>	Outstanding
<b>9.0</b>	Few could be better
<b>8.5</b>	Strong package
<b>8.0</b>	Slightly above average
<b>7.5</b>	Average
<b>7.0</b>	Slightly below average
<b>6.5</b>	Well below average
<b>6.0</b>	Lowest in potential

A1.3.2.2. The weighted factors for each subject area are defined in [Table 1](#).

**Table A1.2. Competition Package Weighted Factors**

<i>SUBJECT AREA</i>	<i>PERCENTAGE</i>
Leadership and Job Performance in Primary Duty	60%
Significant Self-Improvement	20%
Base and Community Involvement	20%

A1.3.3. You must differentiate between nominees and should evaluate each nominee on the whole-person concept relative to one another.

A1.3.4. Ties are not allowed and it is your responsibility to resolve any ties.

A1.3.5. You'll be provided a score sheet ([Attachment 14](#)) to annotate all scores and rank orders. Use this sheet to provide constructive feedback on each nomination package.

A1.3.6. Remember, as a board member you must apply the same scoring methodology fairly, equitably, and consistently to each candidate's package to assure an objective versus subjective judgment.



**A1.4.** Listed below are some things you can look for in each of the required categories for individual awards (not all categories apply to the quarterly functional technician awards).

A1.4.1. Leadership and Job Performance in Primary Duty (60 percent). The member's leadership and job performance in their primary duty, including the development of new techniques. Nominees must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments—not unit accomplishments.

A1.4.2. Significant Self-Improvement (20 percent). The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on during the award period. Includes military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class the individual was scheduled for.

A1.4.3. Base and Community Involvement (20 percent). The member must have contributed tangibly or intangibly to the military or civilian community's welfare, morale, or status during the calendar year. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as being in a leadership position (president, secretary, coach, team leader, head organizer, etc.).

**A1.5.** Listed below are some things you can look for in each of the required categories for professional team awards (does not apply to the quarterly maintenance team awards).

A1.5.1. TEAM ACCOMPLISHMENTS (60 percent). Outline the team's efforts to accomplish the overall mission at the unit and higher echelons. Include performance improvement, problem-solving techniques, development of new techniques/processes, best practice ideas/concepts, and results achieved. The team's achievements/accomplishments must have contributed significantly to improving productivity, efficiency, and capability to ensure mission effectiveness during the calendar year.

A1.5.2. TEAM CONTRIBUTIONS (20 percent). Outline the team's long- and short-term contributions to mission execution, impact on unit, group, and/or base, and the Air Force's core competencies/values. Show improvement efforts, sustainability and validation results, return on investment, impact of results, and training achievements, to include specialized training, and development of team building, problem-solving skills, decision-making skills, and barriers overcome throughout the calendar year.

A1.5.3. TEAM HIGHLIGHTS (20 percent). The team must have contributed tangibly or intangibly to the military or civilian community's health, welfare, morale, or status during the calendar year. This includes base/squadron/community involvement such as professional organizations (Top-3, NCO Association, Chief's Group, etc.), Special Olympics activities, Operation Kid's Christmas, Habitat for Humanity, etc. Other things to be considered are: off-duty education (civilian classes or seminars) accomplishments, professional development (PME completion), self-development (collegiate-level work completed or degree awarded), achievements in professional or cultural societies/associations, types of recognition achieved, etc.

**A1.6.** This is an important program for our people and you must give the packages the time and effort they deserve. When you're finished, set them aside. If you have time, conduct a second review and adjust your scores, as necessary.

**A1.7.** Once you have an established a score for each nominee, identify the highest rated nominee with a 1, the second with a 2, etc. No ties are allowed. If you have two packages that are very close you must decide which to rate higher. (Remember this is a whole person program and you are selecting who you think will best represent the organization using the scoring criteria.)

**A1.8.** Once you have determined scores for each candidate, establish a rank order. Provide this information to the 20 AF/CCC. Relative rankings from each board member will be added together to determine the winner. The nominee with the lowest total score will be the designated winner, next lowest will be the runner-up, etc.

**Attachment 2**

**SAMPLE INDIVIDUAL NOMINATION COVER LETTER (QUARTERLY/ANNUAL AWARDS)  
(USE LETTER HEAD)**

MEMORANDUM FOR 20 AF/CC

FROM: 90 MXG/CC

1235 Commissary Road

F.E. Warren AFB WY 82005

SUBJECT: Nomination for (applicable award) of the Month/Quarter/Year *(Choose one)*

1. Name of Award: (applicable award) of the Month/Quarter/Year *(Choose one)*

2. Dates: (Use inclusive dates of the award period for designated award)

3. Nominee: John J. Doe/Periodic Maintenance Team - Alpha

4. Rank: Airman First Class/Captain (Military nominees)

Pay Plan, Series, and Grade: GS-0123-07 (Civilian nominees)

5. AFSC: 3A051/13S3

6. Duty Description: Use from EPR/OPR/PD.

7. Education Level/Date: CCAF/Jan 02

8. Organization: Twentieth Air Force

9. Duty Phone: 6-5555

10. Nominator/duty phone: Lt Col B. Donuts, 5-6666

11. In accordance with AFI 33-332, this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy. Privacy Act of 1974 applies.

12. I certify the information provided in this package is true, accurate, and correct and a quality force review has been conducted revealing no disqualifying information.

//Signed//

JANE B. GOOD, Lt Col, USAF

Commander

Attachment:

Nomination Package

### Attachment 3

#### AF IMT 1206 SUBMISSION GUIDELINES – QUARTERLY AND ANNUAL AWARDS

**A3.1.** Use this attachment to assist in the development of an award-winning package for all higher headquarters quarterly and annual award submissions.

A3.1.1. Professional/Functional Awards. The following MANDATORY categories must be included on all AF IMT 1206s for individual recognition categories as outlined in paragraphs 4. and 5. **NOTE:** The exception to this rule is for all safety awards and quarterly maintenance, communications, and logistics readiness technician nomination packages.

A3.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. This category should account for at least 60 percent of the nomination justification.

A3.1.1.2. SIGNIFICANT SELF-IMPROVEMENT. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course degree enrollment and/or completion, and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. This category should account for no more than 20 percent of the nomination justification.

A3.1.1.3. BASE OR COMMUNITY INVOLVEMENT. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., president of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. This category should account for no more than 20 percent of the nomination justification.

**A3.2. Quarterly Functional Technician/Maintenance Team Awards.** The following MANDATORY category must be included and is the only required heading on the AF IMT 1206 for the quarterly maintenance, communications, and logistics readiness technician and maintenance team nomination packages. **NOTE:** Annual award packages for maintenance awards will comply with paragraph A3.1.1.

A3.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evalua-

tions. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

**A3.3. Safety Awards.** The following MANDATORY categories must be included on the AF Form 1206 (current IMT version) for all quarterly/yearly nomination packages.

A3.3.1. CONTRIBUTIONS TO EFFECTIVENESS OF SAFETY PROGRAMS. Self-explanatory.

A3.3.2. MISHAP EXPERIENCE AND IMPROVEMENT. Self-explanatory.

A3.3.3. ORM IMPLEMENTATION AND SUCCESSES. Self-explanatory.

**A3.4. Professional Team Awards.** The following MANDATORY categories must be included on the AF Form 1206 (current IMT version) for all quarterly/yearly nomination packages. **NOTE:** These requirements do not apply to the quarterly maintenance team nominations.

A3.4.1. TEAM ACCOMPLISHMENTS. Outline the team's efforts to accomplish the overall mission at the unit and higher echelons (see [Attachment 9](#)). This category should account for at least 60 percent of the nomination justification.

A3.4.2. TEAM CONTRIBUTIONS. Outline the team's long- and short-term contributions to mission execution, impact on unit, group, and/or base, and the Air Force's core competencies/ values (see [Attachment 9](#)). This category should account for no more than 20 percent of the nomination justification.

A3.4.3. TEAM HIGHLIGHTS. The team must have contributed tangibly or intangibly to the military or civilian community's health, welfare, morale, or status during the calendar year. This category should account for no more than 20 percent of the nomination justification.

**A3.5. General Information (applies to individual and team nominations).**

A3.5.1. Use the most current version of AF IMT 1206 for all submissions. Any other version will render the package ineligible for all competitions. Maximize the use of the form within the established requirements for quarterly/annual award submissions.

A3.5.2. Quarterly Awards. Limit the submission to the front-side only and use the mandatory headers as defined in paragraphs [A3.1.1.](#), [A3.2.](#), [A3.3.](#), or [A3.4.](#) You may use a total of 15 lines to justify why your nominee/team deserves top recognition for the quarter. The headers do not count as part of the 15-line requirement.

A3.5.3. Annual Awards. Limit the submission to one page (front-side only) using the mandatory headers as outlined in paragraphs [A3.1.1.](#), [A3.3.](#), or [A3.4.](#) You have a maximum of 42 lines to justify your candidates. The headers do not count in this equation.

A3.5.4. Writing Style. Use single-line bullet format. Limit your bullets to single dash (-) and double dash (--) bullets. DO NOT use a running narrative.

A3.5.5. Nomination Information Blocks. Ensure each block is completed using the appropriate information, e.g., appropriate award name, category, MAJCOM, etc. Complete this portion of the form in small case letters.

A3.5.5.1. Do not use punctuation at the end of statements.

A3.5.5.2. Use specific facts, achievements, and examples to show why the individual/team is exceptional and deserving of recognition.

A3.5.5.3. Use only information from the applicable competition period.

A3.5.5.4. Refrain from using passive voice (i.e., is, was, has been, etc.) and start each bullet with a strong active-tense adjective, adverb, or phrase (i.e., philanthropic, directed, committed, consistently, technically proficient, etc).

A3.5.5.5. Bullets must identify impact and result. Explain the problem/situation, action taken to resolve, and the validated results. Don't write duty descriptions or "fluff" statements.

A3.5.5.6. Acronyms. For all awards submissions, each acronym used must be spelled out the first time and identified in parentheses. DO NOT OVERUSE acronyms.

A3.5.5.7. Special Characters. Properly use special characters (i.e., #, \$, %, etc.).

A3.5.5.8. Spell Check. Ensure this action is accomplished; misspelled words detract from an otherwise strong nomination package.

A3.5.5.9. Ensure your bullets are properly aligned throughout the nomination package.

A3.5.5.10. Nominate members in the category of award that corresponds to the grade held the majority of the quarterly/annual awards nomination period. For example, a quarterly award, if a member held the grade of TSgt for 2 months of the award period and is promoted to MSgt in the third month, nominate the member for NCO competition. **NOTE:** For annual awards nominations, if the member is promoted at the six-month point of the award cycle, command determines which category the member will compete.

A3.5.5.11. As you write a nomination package, be aware that the person grading the nomination may not be familiar with the specific details of your career field. Specific part numbers, forms, or acronyms may be meaningless to someone in another AFSC and as a result the reader may not recognize the significance or impact of the statement. When possible, try to substitute "plain language" descriptions of the item.

**Attachment 4****ADDITIONAL NOMINATION INSTRUCTIONS FOR 12 OAY AND  
FIRST SERGEANT OF THE YEAR**

**A4.1.** There are three categories of competition for the 12 OAY: Airman (airman basic through senior airman); NCO (staff sergeant through technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

**A4.2.** First Sergeant of the Year nominees include master sergeant through chief master sergeant.

**A4.3.** Nominees must be screened to ensure they stand the test of whole life/whole career scrutiny.

**A4.4.** Nominate members in the category of award that corresponds to the grade held the majority of the nomination period. If a member has held the grade of TSgt for seven months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category.

**A4.5.** If a member is promoted at the six-month point of the award cycle, command determines which category to nominate the member.

**A4.6.** Do not submit individuals who were previously selected as one of the Air Force's 12 OAY.

**A4.7. Retainability Requirements:**

A4.7.1. All 12 OAY nominees to MAJCOM require retainability through 30 Sep of the year following the competition period (e.g., nominated for 2004, selected in 2005, needs retainability through 30 Sep 2006).

A4.7.2. Nominees who do not have retainability through 30 Sep must extend their current enlistment IAW AFI 36-2606, Reenlistment in the United States Air Force, Table 4.1, Rule 28, as an exception to policy. Please contact the local MPF office for specific instructions.

A4.7.3. Nominees who do not have retainability through extensions must reenlist to acquire the needed retainability. We cannot violate the 23/48 month extension limitations.

**A4.8.** A Statement of Intent/Media Release Statement must be signed and dated by the nominee agreeing, if selected, they will obtain the required retainability (all nominees must sign a statement of intent).



**Attachment 5****SAMPLE BIOGRAPHY - LONG FORMAT  
(ANNUAL AWARDS ONLY - ALL CATEGORIES)**

CAPTAIN JOHNNIE B. GOODE

123-45-6789

AFSC: 13S4, SPACE OPERATIONS OFFICER

Captain Johnnie B. Goode is assigned to the 30th Operations Support Squadron, 30th Operations Group, 30th Space Wing, Twentieth Air Force, Vandenberg Air Force Base California. Captain Goode was born in Paris, Texas in 1963. He attended Paris High School in Paris, Texas, where he graduated in 1980. As a high school student, he was president of the student government, member of the National Honor Society, and a high school All-American in baseball. Upon graduation, he received an appointment to the United States Air Force Academy and entered the Academy in June of 1980. As a cadet, Lieutenant Goode played shortstop on the varsity baseball team and was a member of the Wings of Blue Parachute Team that won the Collegiate National Championship in 1983. He graduated from the Academy in June of 1984. Captain Goode's first assignment was as a satellite officer in the Space Defense Operations Center (SPADOC), Cheyenne Mountain Air Force Base, Colorado. During his 2 1/2-year tour in the SPADOC, he served as Satellite Officer, Chief Satellite Officer, Chief Satellite Officer Instructor, and Primary Chief Satellite Officer Evaluator for Standardization and Evaluation. In March of 1996, Lieutenant Goode was transferred to the 30th OSS, Spacelift Activities (now the Spacelift Systems and Development), where he is currently assigned. Captain Goode has completed Squadron Officer School in residence and is currently enrolled in a Master's program in space systems and management at Embry-Riddle Aeronautical University. He was named Outstanding Young Man of America for 1994. Captain Goode is married to the former Catherine Lynn Jones of Roanoke, Virginia. He attends First Southern Baptist Church in Lompoc and has been active with the Fellowship of Christian Athletes. Over the past 3 years, Captain Goode played for the Vandenberg Air Force Base varsity softball and golf teams, played quarterback for the 30 OG's intramural football team, and played intramural basketball. In addition, he coached a team in the Vandenberg Youth Center girls' basketball team. He likes to run and golf in his spare time.

**NOTE 1.** Double space between NAME, SSN, AND AFSC.

**NOTE 2.** This biography is only used for the annual award process (paragraph 6.).

**NOTE 3.** Limit to one single-spaced typewritten page.

**NOTE 4.** Use justify option to enhance the overall appearance of the biography.

**Attachment 6****SAMPLE STATEMENT OF INTENT/MEDIA RELEASE STATEMENT --12 OAY AND FSOY  
(USE LETTER HEAD)**

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 90 MXG

1235 Commissary Road

F.E. Warren AFB WY 82005

SUBJECT: Nomination for (Twelve Outstanding Airmen) or (First Sergeant of the Year)

**Choose one category only**

1. I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 Mar following notification of 12OAY selection.
2. If selected as a 12 OAY, I agree to serve in the capacity as an ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand and I may be called upon by my MAJCOM commander or command CMSgt to travel to any events or venues deemed appropriate which may positively impact upon Air Force recruiting and retention.
3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.
4. I do / do not (circle one) grant permission to release my name, rank , duty title, and base of assignment in any announcement, press releases, or publicity regarding my winning this award.

JANE M. DOE, MSgt, USAF

123-45-6789

**NOTE 1:** Statement must be verbatim for both 12 OAY and FSOY nominations.

**NOTE 2:** Statement must be signed and dated by the nominee.

**NOTE 3:** This must be accomplished in letter format.

**Attachment 7****PRIVACY ACT STATEMENT**

**AUTHORITY.** Solicitation of personal information for USAF endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (U.S.C.), Section 552a, and published in Title 32, Code of Federal Regulations (C.F.R.), Section 806b, and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 8012).

**PURPOSE.** The principal purpose for the information's use is to provide publicity and recognition through military and (or) civilian news media inherent to the recognition program.

**ROUTINE USES.** Routine uses may be made of the information by commanders and award section board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

**DISCLOSURE.** Voluntary. Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I have read the above statement, and I do authorize release of the personal information for the specific award.

---

Signature

---

Date

**Attachment 8****MISSION BRIEF/HISTORY – PROFESSIONAL TEAM (QUARTERLY/ANNUAL AWARDS)  
VEHICLE OPERATIONS FLIGHT**

Leader: John D. Day

30 LRS/LTRO

The 30 LRS Vehicle Operations Flight provides vehicle management oversight for unit vehicle fleets and ensures all units have the necessary resources to conduct their daily operations. This team of 25 professionals is responsible for maintaining a fleet of 400 vehicles worth \$30M. The flight leads the charge and established a command first by acquiring 50 new environmentally-friendly electric cars that produce no emissions, travel at 35 MPH, come fully equipped and street legal saving the Air Force \$100K per year. It saved the 20 AF more than \$2,500 on the Honor Guard bus and completed the conversion in half the allotted time of 150 days. Vehicle operations have been recognized as HQ AFSPC's Vehicle Operations Flight of the Year (small unit), 2000 and received "Professional Team" honors during the 2001 HQ AFSPC Operational Readiness Inspection.

**Information on Preparation of Biography**

**NOTE 1:** Arial 12 Font

**NOTE 2:** One inch margins, 10 lines maximum

**NOTE 3:** Include the following information: Section/Flight/Branch Title; Leaders: (Person in Charge – military/civilian) Rank/Grade/Name/Duty Title; Organization (Unit of assignment); Mission Description and/or history; Professional Accomplishments

**Attachment 9****AF IMT 1206 REQUIREMENTS – PROFESSIONAL TEAM RECOGNITION PROCESS  
(QUARTERLY/ ANNUAL)**

Quarterly Requirements. You are allowed 15 lines (excluding the three headers) to outline why your team is the next Professional Team of the Quarter using the following MANDATORY categories on the AF IMT 1206. **NOTE:** These requirements do not apply to maintenance teams.

Annual Requirements. Only one side (42 lines, excluding the three headers) of the AF IMT 1206 will be used to outline why your team is the next Professional Team of the Year using the following MANDATORY categories. **NOTE:** These requirements apply to all team awards.

**TEAM ACCOMPLISHMENTS (Examples listed)**

- Mission essential tasks/support to accomplish overall base mission
- Performance improvement/new techniques/processes
- Identifies problems/issues and implements solutions
- Identify best practices, ideas, and concepts

**TEAM CONTRIBUTIONS (Examples listed)**

- Contributions to Air Force core competencies/values
- Creativity, innovativeness, ingenuity used to solve problems and overcome barriers
- Contributions to increased mission effectiveness—sustainability/validation results
- Cost saving initiatives and dollar amounts—return on investment
- Team building/problem-solving/decision-making skills used to ensure mission success
- Training requirements/accomplishments and leadership support

**TEAM HIGHLIGHTS (Examples listed)**

- Use only accomplishments/achievements from the current quarter/calendar year
- Define scope/impact of team's leadership/involvement in both military/civilian communities
- Include leadership, membership, or participation in unit, base, and/or civilian community professional, cultural, civic organizations, associations, and events
- Academic and off-duty education accomplishments
- Professional Military Education completion/achievements
- Voluntary enrollment in career development, technical training or quality courses

QUARTERLY NOTES:

**NOTE 1:** All three headings are MANDATORY AS WRITTEN!!!

**NOTE 2:** Use bullet format (single and double dashes only are allowed)

**NOTE 3:** BOLD the section headings (do not count as part of the 15 lines)

**NOTE 4:** Use specific facts/achievements/accomplishments/contributions/examples of the current quarter

**NOTE 5:** Use only **15 lines** on the front side of the AF IMT 1206 for comments/justification

**NOTE 6:** Define acronyms on the first-time use (spell out)

ANNUAL NOTES:

**NOTE 1:** All three headings are MANDATORY as WRITTEN!!!

**NOTE 2:** Use bullet format (single and double dashes only are allowed)

**NOTE 3:** BOLD the section headings (do not count as part of the 42 lines available)

**NOTE 4:** Use specific facts/achievements/accomplishments/figures/examples of the current calendar year

**NOTE 5:** Use all **42 lines** on the front side of the AF IMT 1206 for comments/justification

**NOTE 6:** Define acronyms on the first-time use (spell out)

## Attachment 10

**TWENTIETH AIR FORCE RECOGNITION PROGRAM SUSPENSE TIMELINES  
(CALENDAR YEAR)**

<b><i>CALENDAR QUARTERS</i></b>	
<b><i>First Quarter</i></b>	
Mid-March	Quarterly Awards Program Announcement (to units)
15th calendar day in April	Awards Packages Due to 20 AF
3d week of April	Recognition Board/NAF announcements
4th Week in April	NAF Staff Recognition Ceremony/Mail recognition mementos
<b><i>Second Quarter</i></b>	
Mid-June	Quarterly Awards Program Announcement (to units)
15th calendar day in July	Awards Packages Due to 20 AF
3rd week of July	Recognition Board/NAF announcements
4th Week in July	NAF Staff Recognition Ceremony/ Mail recognition mementos
<b><i>Third Quarter</i></b>	
Mid –September	Quarterly Awards Program Announcement (to units)
15th calendar day in October	Awards Packages Due to 20 AF
3rd week of October	Recognition Board/NAF announcements
4th Week in October	NAF Staff Recognition Ceremony/ Mail recognition mementos
<b><i>Fourth Quarter</i></b>	
Mid –November	Quarterly Awards Program Announcement (to all units)
15th calendar day in January	Awards Packages Due to 20 AF
3rd week of January	Recognition Board/NAF announcements
4th week in January	NAF Staff Recognition Ceremony/ Mail recognition mementos
<b><i>CALENDAR YEAR</i></b>	

<i>Annual Programs</i>	
Mid-November	Annual Awards Program Announcement (to all units)
15th calendar day in February	Awards Packages Due to 20 AF
3rd week of February	Recognition Boards
3rd week in February	NAF Staff Recognition Ceremony
4th week in February	NAF Announcements/Mail recognition mementos

**NOTES:**

A10.1. All dates are subject to change.

A10.2. Suspense dates that fall on a weekend/holiday/family day are due the very next duty day.

A10.3. Suspense extensions must be completed NLT 1500 hrs on due date 20 AF/CCC approval.

A10.4. Defined GSUs (paragraph [3.1.](#)) are eligible to compete in identified categories.



<b><i>FISCAL QUARTERS</i></b>	
<b><i>First Quarter</i></b>	
Mid-December	Quarterly Awards Program Announcement (to units)
15th calendar day in January	Awards Packages Due to 20 AF
3rd week of January	Recognition Board/NAF announcements
4th week in January	Mail recognition mementos
<b><i>Second Quarter</i></b>	
Mid-March	Quarterly Awards Program Announcement (to units)
15th calendar day in April	Awards Packages Due to 20 AF
3rd week of April	Recognition Board/NAF announcements
4th week in April	Mail recognition mementos
<b><i>Third Quarter</i></b>	
Mid-June	Quarterly Awards Program Announcement (to units)
15th calendar day in July	Awards Packages Due to 20 AF
3rd week of July	Recognition Board/NAF announcements
4th week in July	Mail recognition mementos
<b><i>Fourth Quarter</i></b>	
Mid-September	Quarterly Awards Program Announcement (to all units)
15th calendar day in October	Awards Packages Due to 20 AF
3rd week of October	Recognition Board/NAF announcements
4th week in October	Mail recognition mementos
<b><i>FISCAL YEAR</i></b>	
<b><i>Annual Programs</i></b>	
Mid-August	Annual Awards Program Announcement (to all units)
15th calendar day in October	Awards Packages Due to 20 AF
3rd week of October	Recognition Boards
3rd week in October	NAF Staff Recognition Ceremony
4th week in October	NAF Announcements/ Mail recognition mementos

***NOTES:***

A10.1. All dates are subject to change.

A10.2. Suspense dates that fall on a weekend/holiday/family day are due the very next duty day.

A10.3. Suspense extensions must be completed NLT 1500 hrs on due date 20 AF/CCC approval.

A10.4. Defined GSUs (paragraph [3.1.](#)) are eligible to compete in identified categories.

## Attachment 11

**TWENTIETH AIR FORCE PROFESSIONAL AWARDS INDEX -  
COMMAND-LEVEL CATEGORIES**

<i>AREA</i>	<i>NAF ANNUAL AWARDS</i>	<i>NOTES</i>	<i>OPR</i>	<i>ELIGIBLE</i>
<b>12 OAY-AMN</b>	20 AF Airman of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>12 OAY-NCO</b>	20 AF NCO of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>12 OAY-SNCO</b>	20 AF SNCO of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>FSOY</b>	20 AF First Sergeant of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>CGOY</b>	20 AF Company Grade Officer of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>CGOY</b>	20 AF Intelligence Officer of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>CIV OY</b>	20 AF Civilian of the Year, Category I	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>CIV OY</b>	20 AF Civilian of the Year, Category II	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>CIV OY</b>	20 AF Civilian of the Year, Category III	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>NAFCIV OY</b>	20 AF NAF Employee of the Year, Cat I	<i>A11.1/A11.3</i>	20 AF/CCC	2
<b>NAFCIV OY</b>	20 AF NAF Employee of the Year, Cat II	<i>A11.1/A11.3</i>	20 AF/CCC	2
<b>NAFCIV OY</b>	20 AF NAF Employee of the Year, Cat III	<i>A11.1/A11.3</i>	20 AF/CCC	2
<b>TEAM</b>	20 AF Professional Team of the Year	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3, 4
<b>LEADERSHIP</b>	General Arnold Leadership Award	<i>A11.1/A11.3</i>	20 AF/CCC	1, 2, 3
<b>AREA</b>	<b>NAF QUARTERLY AWARDS</b>			
<b>QTRLY-AMN</b>	20 AF Airman of the Quarter	<i>A11.1A11.2</i>	20 AF/CCC	1, 2, 3

<b>QTRLY-NCO</b>	20 AF NCO of the Quarter	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>QTRLY-SNCO</b>	20 AF SNCO of the Quarter	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>FSOQ</b>	20 AF First Sergeant of the Quarter	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>CGOQ</b>	20 AF Company Grade Officer of the Quarter	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>CIVOQ</b>	20 AF Civilian of the Quarter, Category I	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>CIVOQ</b>	20 AF Civilian of the Quarter, Category II	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>CIVOQ</b>	20 AF Civilian of the Quarter, Category III	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3
<b>NAFCIVQ</b>	20 AF NAF Employee of the Qtr, Cat I	<i>AII.1AII/.2</i>	20 AF/CCC	2
<b>NAFCIVQ</b>	20 AF NAF Employee of the Qtr, Cat II	<i>AII.1AII/.2</i>	20 AF/CCC	2
<b>NAFCIVQ</b>	20 AF NAF Employee of the Qtr, Cat III	<i>AII.1AII/.2</i>	20 AF/CCC	2
<b>TEAM</b>	20 AF Professional Team of the Quarter	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3, 4
<b>LEADERSHIP</b>	General LeMay Leadership Award	<i>AII.1AII/.2</i>	20 AF/CCC	1, 2, 3

**ELIGIBILITY NOTES:**

1. The NAF staff award winner may compete for this award.
2. Each wing is eligible to compete and may submit their quarterly/annual award winners.
3. All ARC/ANG personnel assigned to 20 AF are eligible to compete for NAF awards.
4. Defined GSUs (paragraph 3.1.) are eligible to compete in identified categories.

**NOTES:**

- 11.1. Refer to paragraph 3.2., 3.3., and 3.4. for eligibility/package requirements.
- 11.2. Refer to paragraph 4.
- 11.3. Refer to paragraph 5.

<i>AREA</i>	<i>NAF STAFF - ANNUAL AWARDS</i>	<i>NOTES</i>	<i>OPR</i>	<i>ELIGIBLE</i>
<i>ANN-AMN</i>	20 AF Staff Airman of the Year	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-NCO</i>	20 AF Staff NCO of the Year	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-SNCO</i>	20 AF Staff SNCO of the Year	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-CGO</i>	20 AF Staff CGO of the Year	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-CIVO</i>	20 AF Staff Civilian of the Year, Category I	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-CIVO</i>	20 AF Staff Civilian of the Year, Category II	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-CIVO</i>	20 AF Staff Civilian of the Year, Category III	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>ANN-TEAM</i>	20 AF Staff Professional Team of the Year	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>LEADERSHIP</i>	20 AF Staff Peacekeeper Leadership Award	<i>A11.1/11.3</i>	20 AF/CCC	1, 2
<i>AREA</i>	<i>NAF STAFF - QUARTERLY AWARDS</i>			
<i>QTRLY-AMN</i>	20 AF Staff Airman of the Quarter	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>QTRLY-NCO</i>	20 AF Staff NCO of the Quarter	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>QTRLY-SNCO</i>	20 AF Staff SNCO of the Quarter	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>CGOQ</i>	20 AF Staff CGO of the Quarter	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>CIVOQ</i>	20 AF Staff Civilian of the Quarter, Category I	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>CIVOQ</i>	20 AF Staff Civilian of the Quarter, Category II	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>CIVOQ</i>	20 AF Staff Civilian of the Quarter, Category III	<i>A11.1/11.2</i>	20 AF/CCC	1, 2
<i>TEAM</i>	20 AF Staff Professional Team of the Quarter	<i>A11.1/11.2</i>	20 AF/CCC	1, 2

<b>LEADERSHIP</b>	20 AF StaffPeacekeeper Leadership Award	<i>All.1/11.2</i>	20 AF/CCC	1, 2
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**ELIGIBILITY NOTES:**

1. Each NAF staff directorate (CC, DO, LG, SE, JA) may compete.
2. All ARC/ANG personnel assigned to 20 AF are eligible to compete for NAF awards.

**NOTES:**

- 11.1. Refer to paragraph 3.2., 3.3., and 3.4. for eligibility/package requirements.
- 11.2. Refer to paragraph 4.
- 11.3. Refer to paragraph 5.

## Attachment 12

## TWENTIETH AIR FORCE FUNCTIONAL AWARDS INDEX

<i>AREA</i>	<i>ANNUAL AWARDS (Notes A12.1; A12.3)</i>	<i>NOTES</i>	<i>OPR</i>	<i>ELIGIBLE</i>
<b>DO</b>	Outstanding Missile Control Section - Maj Duane W. Hollis Memorial Award	<i>A13.1.1</i>	20 AF/DO	1, 2
	Best Plans and EWO Training Section of the Year	<i>A13.1.2</i>	20 AF/DO	1, 2
	Operations Flight Commander of the Year	<i>A13.1.3</i>	20 AF/DO	1, 2
	Operations Staff Officer of the Year	<i>A13.1.4</i>	20 AF/DO	1, 2
	Operations Enlisted Person of the Year	<i>A13.1.5</i>	20 AF/DO	1, 2
	Facility Manager of the Year	<i>A13.1.6</i>	20 AF/DO	1, 2
	Chef of the Year	<i>A13.1.7</i>	20 AF/DO	1, 2
	Aircrew of the Year	<i>A13.1.8</i>	20 AF/DO	1, 2
<b>SF</b>	Security Forces Officer of the Year (2d Lt - Capt)	<i>A13.9.1</i>	20 AF/DO	1, 2
	SF Support Staff SNCO of the Year (MSgt - SMSgt)	<i>A13.9.2</i>	20 AF/DO	1, 2
	SF Flight Level SNCO of the Year (MSgt - SMSgt)	<i>A13.9.3</i>	20 AF/DO	1, 2
	SF Support Staff NCO of the Year (SSgt - TSgt)	<i>A13.9.4</i>	20 AF/DO	1, 2
	SF Flight Level NCO of the Year (SSgt - TSgt)	<i>A13.9.5</i>	20 AF/DO	1, 2
	SF Support Staff Airman of the Year (AB - SrA)	<i>A13.9.6</i>	20 AF/DO	1, 2
	SF Flight Level Airman of the Year (AB - SrA)	<i>A13.9.7</i>	20 AF/DO	1, 2
<b>LG</b>	ICBM Missile MX Work Center of the Year	<i>A13.10.1</i>	20 AF/LG	1, 2, 3
	ICBM Communications MX Work Center of the Year	<i>A13.10.2</i>	20 AF/LG	1, 2, 3
	ICBM Missile MX Team of the Year	<i>A13.10.3</i>	20 AF/LG	1, 2, 3
	ICBM Communications MX Team of the Year	<i>A13.10.4</i>	20 AF/LG	1, 2, 3
	ICBM Comm MX Amn Technician of the Year (AB-SrA)	<i>A13.10.5</i>	20 AF/LG	1, 2, 3
	ICBM Comm MX NCO Technician of the Year (SSgt-TSgt)	<i>A13.10.6</i>	20 AF/LG	1, 2, 3
	ICBM Missile MX Amn Technician of the Year (AB-SrA)	<i>A13.10.7</i>	20 AF/LG	1, 2, 3
	ICBM Missile MX NCO Technician of the Year (SSgt-TSgt)	<i>A13.10.8</i>	20 AF/LG	1, 2, 3

	ICBM Log Readiness Amn Technician of the Yr (AB-SrA)	<i>A13.10.9</i>	20 AF/LG	1, 2, 3
	ICBM Log Readiness NCO Technician of the Yr (SSgt-TSgt)	<i>A13.10.10</i>	20 AF/LG	1, 2, 3
	ICBM Missile MX Instructor of the Year	<i>A13.10.11</i>	20 AF/LG	1, 2, 3
	ICBM Quality Assurance Evaluator of the Year	<i>A13.10.12</i>	20 AF/LG	1, 2, 3
<b>SE</b>	Unit Safety Award	<i>A13.11.1</i>	20 AF/SE	1, 2
	Flight Safety Award	<i>A13.11.2</i>	20 AF/SE	1, 2
	Weapons Safety Award	<i>A13.11.3</i>	20 AF/SE	1, 2
	Ground Safety Award	<i>A13.11.4</i>	20 AF/SE	1, 2
<b>JA</b>	Outstanding Judge Advocate of the Year	<i>A13.12.1</i>	20 AF/JA	1, 2
	Outstanding Reserve Judge Advocate of the Year	<i>A13.12.2</i>	20 AF/JA	1, 2
	Outstanding Civilian Attorney of the Year	<i>A13.12.3</i>	20 AF/JA	1, 2
	Outstanding Legal Office of the Year	<i>A13.12.4</i>	20 AF/JA	1, 2
	Outstanding Paralegal Airman of the Year	<i>A13.12.5</i>	20 AF/JA	1, 2
	Outstanding Paralegal Senior NCO of the Year	<i>A13.12.6</i>	20 AF/JA	1, 2
	Outstanding Reserve Paralegal of the Year	<i>A13.12.7</i>	20 AF/JA	1, 2
	Outstanding Legal Service Civilian of the Year	<i>A13.12.8</i>	20 AF/JA	1, 2
	Outstanding Senior Attorney of the Year	<i>A13.12.9</i>	20 AF/JA	1, 2
	AF Judge Advocate General Awards Program	<i>A13.12.10</i>	20 AF/JA	1, 2



<b>AREA</b>	<b>QUARTERLY AWARDS (Note A12.1; A12.2)</b>	<b>NOTES</b>	<b>OPR</b>	<b>ELIGIBLE</b>
<b>DO</b>	ICBM Combat Crew/Combat Crew Member of the Quarter	<b>A13.13.1</b>	20 AF/DO	1, 2
	Facility Manager of the Quarter	<b>A13.13.2</b>	20 AF/DO	1, 2
	Chef of the Quarter	<b>A13.13.3</b>	20 AF/DO	1, 2
	Aircrew of the Quarter	<b>A13.14</b>	20 AF/DO	1, 2
<b>SF</b>	Security Forces Officer of the Quarter (2d Lt - Capt)	<b>A13.15.1</b>	20 AF/DO	1, 2
	Security Forces SNCO of the Quarter (MSgt - SMSgt)	<b>A13.15.2</b>	20 AF/DO	1, 2
	Security Forces NCO of the Quarter (SSgt - TSgt)	<b>A13.15.3</b>	20 AF/DO	1, 2
	Security Forces Airman of the Quarter (AB - SrA)	<b>A13.15.4</b>	20 AF/DO	1, 2
<b>LG</b>	ICBM Missile MX Team of the Quarter	<b>A13.16.1</b>	20 AF/LG	1, 2, 3
	ICBM Communications MX Team of the Quarter	<b>A13.16.2</b>	20 AF/LG	1, 2
	ICBM Comm MX Amn Technician of the Quarter (AB-SrA)	<b>A13.16.3</b>	20 AF/LG	1, 2
	ICBM Comm MX NCO Technician of the Quarter (SSgt-TSgt)	<b>A13.16.4</b>	20 AF/LG	1, 2
	ICBM Missile MX Technician of the Quarter (AB-SrA)	<b>A13.16.5</b>	20 AF/LG	1, 2, 3
	ICBM Missile MX Technician of the Quarter (SSgt-TSgt)	<b>A13.16.6</b>	20 AF/LG	1, 2, 3
	ICBM Log Readiness Technician of Quarter (AB-SrA)	<b>A13.16.7</b>	20 AF/LG	1, 2
	ICBM Log Readiness Technician of Quarter (SSgt-TSgt)	<b>A13.16.8</b>	20 AF/LG	1, 2
	ICBM Missile MX Instructor of the Quarter	<b>A13.16.9</b>	20 AF/LG	1, 2, 3
	ICBM Quality Assurance Evaluator of the Quarter	<b>A13.16.10</b>	20 AF/LG	1, 2, 3
<b>SE</b>	Unit Safety Award	<b>A13.17.1</b>	20 AF/SE	1, 2
	Flight Safety Award	<b>A13.17.2</b>	20 AF/SE	1, 2
	Weapons Safety Award	<b>A13.17.3</b>	20 AF/SE	1, 2
	Ground Safety Award	<b>A13.17.4</b>	20 AF/SE	1, 2

**ELIGIBILITY NOTES:**

1. Each wing is eligible to compete and may submit their quarterly/annual award winners.

2. All ARC/ANG personnel assigned to 20 AF are eligible to compete for NAF awards.
3. Defined GSUs (paragraph 3.1.) are eligible to compete in the identified categories.

***ADMINISTRATIVE NOTES:***

- A12.1. Refer to paragraph 3.2., 3.3., and 3.4. for eligibility/package requirements.
- A12.2. Refer to paragraph 4.
- A12.3. Refer to paragraph 5.

## Attachment 13

## TWENTIETH AIR FORCE FUNCTIONAL AWARDS PROGRAM NOTES

***CATEGORY NOTES (Annual Awards):***

**A13.1. ICBM Operations Annual Awards.** The following award are for outstanding performance during the previous year.

A13.1.1. Major Duane W. Hollis Memorial Award. The Missile Control Section in each Operations Support Squadron is eligible for this annual award. Nominations should highlight the section's overall contribution to the wing mission.

A13.1.2. Best Plans and EWO Training of the Year. The Plans and EWO Training Section in each Operations Support Squadron is eligible for this award. Only unclassified packages will be accepted.

A13.1.3. Missile Operations Flight Commander of the Year. Each Operations Group may nominate one officer (Lt-Maj) as the 20 AF Missile Operations Flight Commander of the Year. All missile operations flight commanders are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

A13.1.4. Operations Staff Officer of the Year. Each Operations Group may nominate one officer (Lt-Maj) as the 20 AF Operations Staff Officer of the Year. All staff officers in the operations group/squadrons are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

A13.1.5. Operations Enlisted Person of the Year. Each Operations Group may nominate one enlisted member (Senior Master Sergeant and below) as the 20 AF Operations Enlisted Person of the year. All staff and squadron enlisted personnel in the operations group/squadrons are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

A13.1.6. Facility Manager of the Year. Each group may nominate one line facility manager for the Facility Manager of the Year award. Facility managers with staff positions in the squadron are not eligible for this award.

A13.1.7. Chef of the Year. Each group may nominate one line chef for the Chef of the Year award. Chefs with staff positions in the squadron are not eligible for this award.

**A13.2. Aircrew of the Year Award.** Each 20 AF wing and the 30 SW/OG may nominate one crew for this award. The nomination should describe an outstanding mission by the nominated crew and address the following areas:

A13.2.1. Intensity and Complexity of the Mission. How time and events compressed, influenced or adversely affected the ability of the crew to accomplish the mission. Consider the complexity or special requirements of the mission (SAR, DV support, recon, etc.) or emergency situation. Consider professionalism of the crew in executing the mission.

A13.2.2. Challenge to Airmanship. To what extent did the crew need exceptional stick and rudder skills coupled with an in-depth knowledge of their aircraft.

A13.2.3. **Mission Duration.** Difficult to determine, but necessary to consider. Duration is reflective of how time and events affect the crew's ability to perform and how deep they must reach for the little extra to successfully complete the mission.

A13.2.4. **Judgment/Mission Management.** What the crew did that required exceptional judgment while executing the mission. How the crew's analysis of the situation contributed to the safe execution of the mission.

A13.2.5. **Other.** Inputs from outside agencies pertaining to crew performance.

A13.2.6. Only aircrews assigned to 20 AF and 30 SW are eligible for this award.

**A13.3. Security Forces Annual Awards.** The following awards are for outstanding duty performance during the year. Each group may nominate one individual for each award category.

A13.3.1. Security Forces Officer of the Year. (2d Lt - Captain).

A13.3.2. Security Forces Support Staff Senior Noncommissioned Officer of the Year. (MSgt - SMSgt).

A13.3.3. Security Forces Flight Level Senior Noncommissioned Officer of the Year. (MSgt - SMSgt).

A13.3.4. Security Forces Support Staff Noncommissioned Officer of the Year. (SSgt - TSgt).

A13.3.5. Security Forces Flight Level Noncommissioned Officer of the Year. (SSgt - TSgt).

A13.3.6. Security Forces Support Staff Airman of the Year. (AB - SrA).

A13.3.7. Security Forces Flight Level Airman of the Year. (AB - SrA).

**A13.4. ICBM Maintenance Awards.** Personnel competing for any maintenance award, must be maintenance technicians assigned to the Maintenance Operations Squadron or Maintenance Squadron as outlined in AFSPCI21-0114 to be eligible. These awards are for sustained superior performance during the year nominated.

A13.4.1. ICBM Missile Maintenance Work Center of the Year. Each unit may nominate one maintenance work center for this award. Nominations should detail the work center's overall contribution to the unit mission.

A13.4.2. ICBM Communications Maintenance Work Center of the Year. Each unit may nominate one ICBM comm maintenance work center for this award. Nominations should detail the work center's overall contribution to the unit mission.

A13.4.3. ICBM Missile Maintenance Team of the Year. Each unit may nominate one maintenance team for this award. Team composition for most maintenance work centers is defined in AFSPCI21-114, *Intercontinental Ballistic Missile (ICBM) Maintenance Management*. If team composition is not defined for a given work center, then the team is limited to two individuals. Nominations should detail the team's overall contribution to the unit mission.

A13.4.4. ICBM Communications Maintenance Team of the Year. Each unit may nominate one ICBM comm maintenance team for this award. If team composition is not defined for a given work center, then the team is limited to two individuals. Nominations should detail the team's overall contribution to the unit mission.

A13.4.5. ICBM Communications Maintenance Airman Technician of the Year (AB – SrA). Each unit may nominate one Airman technician for this award. This award recognizes outstanding ICBM communications maintenance technicians in the grades of Airman through Senior Airman. Nominations should be based on whole-person concept.

A13.4.6. ICBM Communications Maintenance NCO Technician of the Year (SSgt – TSgt). Each unit may nominate one NCO technician for this award. This award recognizes outstanding ICBM communications maintenance technicians in the grades of Staff and Technical Sergeant. Nominations should be based on whole-person concept.

A13.4.7. ICBM Missile Maintenance Airman Technician of the Year (AB – SrA). Each unit may nominate one Airman technician for this award. This award recognizes outstanding ICBM maintenance technicians in the Airman category. Nominations should be based on the whole-person concept.

A13.4.8. ICBM Missile Maintenance NCO Technician of the Year (SSgt – TSgt). Each unit may nominate one NCO technician for this award. This award recognizes outstanding ICBM maintenance technicians in the grades of Staff and Technical Sergeant. Nominations should be based on the whole-person concept.

A13.4.9. ICBM Logistics Readiness Technician of the Year (Amn – SrA). Each unit may nominate one technician for this award. This award is for outstanding duty performance.

A13.4.10. ICBM Logistics Readiness Technician of the Year (SSgt – TSgt). Each unit may nominate one technician for this award. This award is for outstanding duty performance.

A13.4.11. ICBM Missile Maintenance Instructor of the Year Award. Each unit may nominate one instructor for this award. Nominations should be based on the quality and breadth of instructor duties.

A13.4.12. ICBM Quality Assurance Evaluator of the Year Award. Each unit may nominate one evaluator for this award. Nominations should be based on the quality and breadth of evaluator duties.

**A13.5. Safety Annual Awards.** These awards are for sustained superior performance during the fiscal year nominated. Provide bullet statements regarding these three mandatory headings:

Contributions to Effectiveness of Safety Programs; Mishap Experience and Improvement; and ORM Implementation and Successes.

A13.5.1. Unit Safety Award. This award recognizes the most outstanding overall unit safety program in Twentieth Air Force. Selection will be based on accomplishments in Ground, Flight (as applicable), and Weapons (as applicable) Safety for the fiscal year. This award considers both on-duty and off-duty safety performance. Each wing may nominate one unit or the Wing Safety Office.

A13.5.2. Flight Safety Award. This award recognizes outstanding contributions to flight safety. Packages should describe a pilot, aircrew, individual or small team contributed to flight safety, prevented injury to personnel, damage to equipment or loss of life. Each wing may nominate one crew, individual or small team for this award.

A13.5.3. Weapons Safety Award. This award recognizes outstanding contributions to weapons safety or nuclear surety. Packages should describe an individual, operations crew, maintenance team, security forces team or small team who contributed to weapons safety or nuclear surety and prevented

injury to personnel, damage to equipment, improper handling or control of nuclear assets, or loss of life. Each wing may nominate one individual, crew or small team for this award.

A13.5.4. Ground Safety Award. This award recognizes outstanding contributions to ground safety. Packages should describe an individual, crew, or small team who contributed to ground safety, and prevented injury to personnel, damage to equipment, or loss of life. Each wing may nominate one individual, crew, or small team for this award.

**A13.6. Legal Annual Awards.** These awards are for sustained superior performance during the year nominated.

A13.6.1. Outstanding Judge Advocate of the Year Award. The annual winner is an officer selected as the most outstanding judge advocate of the year, based on demonstrated excellence, initiative, and devotion to duty. Eligible candidates are active-duty judge advocates serving in the grades of captain or major as of 31 December of the year for which the award is given. The NAF winner will be forwarded to AFSPC/JA to compete for the Albert M. Kuhfeld Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.2. Outstanding Reserve Judge Advocate of the Year Award. The annual winner is an officer in the grade of lieutenant colonel and below selected as the most outstanding Air Reserve Component judge advocate, based on training accomplishments or contribution to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. The NAF winner will be forwarded to AFSPC/JA to compete for the Reginald C. Harmon Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.3. Outstanding Civilian Attorney of the Year Award. The annual winner is the civilian who has been selected as the most outstanding civilian attorney of the year based upon demonstrated excellence, initiative and devotion to duty. The NAF winner will be forwarded to AFSPC/JA for to compete for the James O. Wrightson, Jr., Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.4. Outstanding Legal Office of the Year Award. Recognizes the best office in the command and will compete for AFSPC honors. Performance is rated from 1 Jul - 30 Jun on 4 major categories. They are: Core competencies; innovation; Leadership Development; and Community Team Building. The NAF/JA will be involved in reviewing performance and accomplishments of subordinate offices as they relate to metrics applied to the various categories.

A13.6.5. Outstanding Paralegal Airman of the Year Award. The annual winner is the active-duty airman selected as the most outstanding paralegal of the year, based upon demonstrated superior initiative, technical skill, leadership ability and devotion to duty. Eligible candidates are paralegals who are serving in the grade of technical sergeants and below as of 31 December of the year for which the award is given. The NAF winner will be forwarded to AFSPC/JA to compete for the Steve Swigonski Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.6. Outstanding Paralegal Senior NCO of the Year Award. The annual winner is the active duty senior noncommissioned officer selected as the most outstanding paralegal senior NCO of the year, based upon demonstrated excellence, superior initiative, leadership, management skills, and professionalism. Eligible candidates are paralegals who are serving in the grade of senior master sergeant or

master sergeant as of 31 December of the year for which the award is given. The NAF winner will be forwarded to AFSPC/JA to compete for the Karen Yates-Popwell Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.7. Outstanding Reserve Paralegal of the Year Award. The award is presented annually to the member of the Air Reserve Component selected as the most outstanding paralegal of the year, based upon demonstrated superior initiative; technical skill; training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Air Force Reserve and Air National Guard paralegals serving on inactive duty are eligible for this award. The NAF winner will be forwarded to AFSPC/JA to compete for the David Westbrook Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.8. Outstanding Legal Service Civilian of the Year Award. The award is presented annually to the legal service civilian who is selected as the most outstanding civilian based upon demonstrated excellence, initiative and devotion to duty. Give special consideration to individuals who develop or improve systems, programs, or procedures that enhance management efficiency or cost-effectiveness for Air Force legal programs. Civilians (excluding attorneys) employed by or serving with The Judge Advocate General's Corps and providing legal and/or administrative support to Corps legal offices are eligible for this award. The NAF winner will be forwarded to AFSPC/JA to compete for the Harold R. Vague Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.9. Outstanding Senior Attorney Award. The award honors demonstrated excellence, initiative, leadership, management skills and professionalism in the practice of law. Eligible candidates are attorneys with at least 14 years of service with the Department of Defense, with the most recent 7 years as a judge advocate or civilian attorney or both for the Air Force. The last day for meeting the eligibility requirements is 31 December of the year for which the award is being given. Although the nominator should cite specific examples of outstanding service, the award is for continuous contributions throughout a career of federal service, not a single achievement. The NAF winner will be forwarded to AFSPC/JA for to compete for the Stuart R. Reichart Award at the AFSPC/JA and HQ USAF/JA levels. Each wing and the NAF may submit one individual for this award.

A13.6.10. AFI36-2855, Judge Advocate General Awards. Contains details and procedures for all Judge Advocate General awards.

#### **CATEGORY NOTES (Quarterly Awards)**

**A13.7. ICBM Operations Quarterly Awards.** The following awards are for outstanding performance during the quarter.

A13.7.1. ICBM Combat Crew/Combat Crew Member of the Quarter. Each group may nominate one line crew or crew member for the ICBM Crew/Line Crew Member of the Quarter Award.

A13.7.2. Facility Manager of the Quarter. Each group may nominate one line facility manager for the Facility Manager of the Quarter award. Facility managers with staff positions in the squadron are not eligible for this award.

A13.7.3. Chef of the Quarter. Each group may nominate one line chef for the Chef of the Quarter award. Chefs with staff positions in the squadron are not eligible for this award.

**A13.8. 20 AF Aircrew Quarterly Award.** Each 20 AF wing and the 30 SW may nominate one crew for this award. This award is for outstanding/meritorious service performed by an aircrew during the previous quarter. The nomination should describe an outstanding mission by the nominated crew and address the following areas:

A13.8.1. Intensity and Complexity of the Mission. How time and events compressed, influenced or adversely affected the ability of the crew to accomplish the mission. Consider the complexity or special requirements of the mission (SAR, DV support, recon, etc.) or emergency situation. Consider professionalism of the crew in executing the mission.

A13.8.2. Challenge to Airmanship. To what extent did the crew need exceptional stick and rudder skills coupled with an in-depth knowledge of their aircraft.

A13.8.3. Mission Duration. Difficult to determine, but necessary to consider. Duration is reflective of how time and events affect the crew's ability to perform and how deep they must reach for the little extra to successfully complete the mission.

A13.8.4. Judgment/Mission Management. What the crew did that required exceptional judgment while executing the mission. How the crew's analysis of the situation contributed to the safe execution of the mission.

A13.8.5. Other. Inputs from outside agencies pertaining to crew performance.

A13.8.6. Only aircrews assigned to 20 AF and 30 SW are eligible for this award.

**A13.9. Security Forces Quarterly Awards.** The following awards are for outstanding duty performance during the previous quarter. Each group may nominate one individual for each award category.

A13.9.1. Security Forces Officer of the Quarter. (2d Lt - Captain).

A13.9.2. Security Forces Senior Noncommissioned Officer of the Quarter. (MSgt - SMSgt).

A13.9.3. Security Forces Noncommissioned Officer of the Quarter. (SSgt - TSgt).

A13.9.4. Security Forces Airman of the Quarter. (AB - SrA).

**A13.10. ICBM Maintenance Quarterly Awards.** The following awards are for outstanding duty performance during the previous quarter. Provide bullet statements regarding the following mandatory heading: Leadership and Job Performance in Primary Duty.

A13.10.1. ICBM Missile Maintenance Team of the Quarter. Each unit may nominate one maintenance team for this award. This award is for outstanding duty performance during the quarter nominated. Refer to paragraph 4.2.5. for team composition information.

A13.10.2. ICBM Communications Maintenance Team of the Quarter. Each unit may nominate one maintenance team for this award. This award is for outstanding duty performance during the quarter nominated. Refer to paragraph 4.2.5. for team composition information.

A13.10.3. ICBM Communications Maintenance Airman Technician of the Quarter (Amn – SrA). Each unit may nominate one technician for this award. This award recognizes outstanding ICBM communications maintenance technicians. Nominations should be based on quality and breadth of job performance.



A13.10.4. ICBM Communications Maintenance NCO Technician of the Quarter (SSgt – TSgt). Each unit may nominate one technician for this award. This award recognizes outstanding ICBM communications maintenance technicians. Nominations should be based on quality and breadth of job performance.

A13.10.5. ICBM Missile Maintenance Airman Technician of the Quarter (Amn – SrA). Each unit may nominate one Airman technician for this award. This award recognizes outstanding ICBM maintenance technicians in the Airman category. Nominations should be based on the whole-person concept.

A13.10.6. ICBM Missile Maintenance NCO Technician of the Quarter (SSgt – TSgt). Each unit may nominate one NCO technician for this award. This award recognizes outstanding ICBM maintenance technicians in the grades of Staff and Technical Sergeant. Nominations should be based on the whole-person concept.

A13.10.7. ICBM Logistics Readiness Airman Technician of the Quarter (Amn – SrA). Each unit may nominate one technician for this award. This award is for outstanding duty performance.

A13.10.8. ICBM Logistics Readiness NCO Technician of the Quarter (SSgt – TSgt). Each unit may nominate one technician for this award. This award is for outstanding duty performance.

A13.10.9. ICBM Missile Maintenance Instructor of the Quarter. Each unit may nominate one instructor for this award. This award is for outstanding duty performance during the quarter nominated. Nominations should be based on the quality and breadth of instructor duties.

A13.10.10. ICBM Quality Assurance Evaluator of the Quarter. Each unit may nominate one evaluator for this award. This award is for outstanding performance during the quarter nominated. Nominations should be based on the quality and breadth of evaluator duties.

**A13.11. Safety Quarterly Awards.** These awards are for exceptional achievement, superior performance, or a one-time act occurring during the fiscal quarter. Provide bullet statements regarding these three mandatory headings: Contributions to Effectiveness of Safety Programs; Mishap Experience and Improvement; and ORM Implementation and Successes.

**NOTE:** AFSPC quarterly Safety awards program is separate and distinct from this one and units should refer to AFI 36-2833, AFSPC Supplement 1 for additional guidance and direction.

A13.11.1. Unit Safety Award. This award recognizes the most outstanding overall unit safety program in Twentieth Air Force. Selection will be based on accomplishments in Ground, Flight (as applicable), and Weapons (as applicable) Safety for the fiscal quarter. This award considers both on-duty and off-duty safety performance. Each wing may nominate one unit or the Wing Safety Office.

A13.11.2. Flight Safety Award. This award recognizes outstanding contributions to flight safety. Packages should describe a pilot, aircrew, individual or small team contributed to flight safety, prevented injury to personnel, damage to equipment or loss of life. Each wing may nominate one crew, individual or small team for this award.

A13.11.3. Weapons Safety Award. This award recognizes outstanding contributions to weapons safety or nuclear surety. Packages should describe an individual, operations crew, maintenance team, security forces team or small team who contributed to weapons safety or nuclear surety and prevented injury to personnel, damage to equipment, improper handling or control of nuclear assets, or loss of life. Each wing may nominate one individual, crew or small team for this award.

A13.11.4. Ground Safety Award. This award recognizes outstanding contributions to ground safety. Packages should describe an individual, crew, or small team who contributed to ground safety, and prevented injury to personnel, damage to equipment, or loss of life. Each wing may nominate one individual, crew, or small team for this award.

# TWENTIETH AIR FORCE RECOGNITION PROGRAM SCORESHEET

BOARD OATH: I will perform the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airmen and efficiency of the Air Force.						Bd Mbr Signature:	
<b>NOTES - Judges will:</b>							
1. Review contents of this form, review board oath, and sign form declaring understanding of this duty.							
2. Use the scoring scale provided below; score each subject area, add scores, divide by 3, and annotate this sheet.							
3. Discuss any issue, concern, problem, or question needing clarification with the other judges or 20 A F/OCC.							
4. Provide constructive feedback on this form in the areas provided - share your observations with applicable units.							
5. Complete scoring/critiquing then tally your final scores and rank order candidates - turn sheet in to 20 A F/OCC.							
NAF AWARDS (Specify Category)	COMPETITOR	FEEDBACK	Bd Mbr 1	Bd Mbr 2	Bd Mbr 3	Bd Mbr 4	Rank Order
NAF Staff							
90 SW							
91 SW							
341 SW							
GSU							
NAF Staff							
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91 SW							
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